

**AGENDA FOR THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
TO BE HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2009-OCT-28, COMMENCING AT 7:00 P.M.**

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1. **CALL THE REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2009-SEP-23, at 7:00 p.m. in the Bowen Park Complex Conference Room. Pgs.  
696-702

*Motion to adopt minutes of 2009-SEP-23.*

5. **PRESENTATIONS:**
6. **DELEGATIONS: (10 MINUTES)**

*Motion to receive the following delegations:*

- (a) Mr. Drew Cooper, General Manager, Pacific Sport, 900 – 5<sup>th</sup> Street, Nanaimo, BC V9R 5S5, providing an update of recent activities over the past year and an overview of community based initiatives. Pg. 703
  - (b) Mr. Chris Bassett, 849 Athena Place, Nanaimo, BC V9V 1B9, providing a review of the WPVL request for a VIP program grant of \$20,000 for the construction of a batting cage at May Bennett Pioneer Park. Pgs.  
704-706

**LATE DELEGATIONS: (5 MINUTES)**

7. **CHAIRMAN'S REPORT:**
  - (a) Olympic Torch Event on 2009-OCT-31.
  - (b) Medallion and Certificate Presentations scheduled for Wednesday, 2009-NOV-18.
  - (c) Reminder for PRCC members to bring their Commission binders to the 2009-NOV-25 meeting for updating in December for 2010.
  - (d) PRCC Christmas Social scheduled for Wednesday, 2009-DEC-02.

8. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** Commissioner Sparkes to report on the meeting held 2009-OCT-15. Pgs.  
707-710

- (i) Amendment to Schedule "A" of Bylaw 2008 No. 7073 – Hours of Operation - Parks

*Parks Committee's Recommendation: That the Parks, Recreation and Culture Commission approve the proposed amendment to Schedule "A" of Bylaw 2008 No. 7073 – Hours of Operation – Parks; and recommend that Council amend Schedule "A" of Bylaw 2008 No. 7073 as follows:*

PARK	HOURS OF OPERATION	
	Current Hours	Proposed Amendment to Hours
Diana Krall Plaza E&N Trail Georgia Park McGregor Park Maffeo Sutton Park Parkway Trail Queen Elizabeth Promenade	24 hours/day	No change
Loudon Park	6:00 am – 6:00 pm October 1 - March 1  6:00 am – 10:00 pm March 1 – September 30	No change
All other Parks	6:00 am – 6:00 pm November 1 – March 31  6:00 am – 11:00 pm April 1 – October 31	6:00 am – 9:00 pm November 1 – March 1  6:00 am – 11:00 pm March 1 – October 31

- (b) **Recreation Committee.** No meeting held.
- (c) **Cultural Committee.** Commissioner Avis to report on the meeting held 2009-OCT-07. Pgs.  
711-716
- (d) **Grants Advisory Committee.** Commissioner Burnett to report on meetings held since the 2009-JUL-22 PRCC meeting.
- (e) **Plan Nanaimo Advisory Committee.** Commissioner Lance to report on meetings held since 2009-JUN-16.
- (f) **Social Planning Advisory Committee.** Commissioner Cowling to report on meetings held since the 2009-SEP-23 PRCC meeting.
- (g) **Port Theatre.** Monthly report for September, 2009. Pgs.  
717-719
- (h) **Nanaimo Art Gallery.** Monthly report for September, 2009. Pg. 720
- (i) **Nanaimo District Museum.** Monthly report for September, 2009. Pgs.  
721-726

*Motion to receive all Advisory Body reports.*

9. **STAFF REPORTS:**

- (a) **Fees And Rental Policy Schedule 'C' Update.** Pg. 727

*Staff Recommendation:* That the Parks, Recreation and Culture Commission receives the report.

10. **INFORMATION ONLY ITEMS (Staff reports):**

- (a) Senior Manager of Parks - Monthly Report for September 2009. Pgs. 728-731
- (b) Update on Christmas Tree Sales Issue – Verbal – Jeff Ritchie.
- (c) Senior Manager of Recreation and Culture Services - Monthly Report for September 2009. Pgs. 732-737

*Motion to receive all Information Items.*

11. **CORRESPONDENCE: (Action Required) (None.)**

**CORRESPONDENCE: (Information)**

- (a) Narrative and Financial Reports received 2009-SEP-22 from the Nanaimo Arts Council. Pgs. 738-740
- (b) Letter dated 2009-SEP-17, received 2009-SEP-29, from Premier Gordon Campbell, Board Member, British Columbia Achievement Foundation, regarding the British Columbia Community Achievement Awards. Pgs. 741-745
- (c) Minutes of the Nanaimo Harbour City Seniors, Board of Directors, meeting held 2009-OCT-02. Pgs. 746-748

*Motion to receive all Correspondence.*

12. **NOTICE OF MOTION:**

13. **CONSIDERATION OF OTHER BUSINESS:**

14. **BUSINESS ARISING FROM DELEGATIONS:**

- (a) **Mr. Drew Cooper, General Manager, Pacific Sport.**

Providing an update of recent activities over the past year and an overview of community based initiatives.

*Staff's Recommendation:* That the Parks, Recreation and Culture Commission direction is sought.

(b) **Mr. Chris Bassett, WPVL.**

Providing a review of the WPVL request for a VIP program grant of \$20,000 for the construction of a batting cage at May Bennett Pioneer Park.

*Staff's Recommendation: That the Parks, Recreation and Culture Commission refer this matter to the Parks Committee for review under the VIP Program.*

15. **UNFINISHED BUSINESS:** (None.)

16. **QUESTION PERIOD:**

17. **ADJOURNMENT:**

*Motion to adjourn with next meetings as follows:*

COMMISSION	Wednesday, 2009-NOV-25; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2009-NOV-04; 4:15 p.m. Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2009-NOV-10; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2009-NOV-12; 5:00 p.m. – if required Bowen Park Complex Conference Room

1.

NOTICE IS HEREBY GIVEN pursuant to "COUNCIL PROCEDURE BYLAW 2007 NO. 7060", OF AN "In Camera" Meeting of the Parks, Recreation and Culture Commission to be held:

DATE: Wednesday, 2009-OCT-28  
LOCATION: Bowen Complex Conference Room  
TIME: Immediately following the regular Commission meeting

The purpose of the "In Camera" Meeting is to discuss matters pertaining to items that may be closed to the public as per *Community Charter* Section 90(1):

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;



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Richard Harding, Director,  
Parks, Recreation and Culture.

**MINUTES OF THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
ON WEDNESDAY, 2009 SEP-23, COMMENCING AT 7:00 P.M.**

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**PRESENT:** Commissioner L. McNabb, Chair

**Members:** Commissioner D. Johnstone  
Commissioner M. Young  
Commissioner G. Rudischer  
Commissioner J. Cowling  
Commissioner B. Sparkes  
Commissioner B. Dempsey  
Commissioner B. Meunier

**REGRETS:** Commissioner S. Lance  
Commissioner L. Avis  
Commissioner D. Burnett  
Commissioner F. Pattje

**Staff:** R. Harding R. Tweed, recording  
S. Samborski M. Goddard, observing  
J. Ritchie

1. CALL THE OPEN MEETING TO ORDER

The Regular Meeting was called to order at 7:00 p.m.

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

4. ADOPTION OF MINUTES:

(a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2009-JUL-22 at 7:05 p.m., in the Bowen Park Complex Conference Room.

It was moved and seconded that the Minutes be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS: (None.)

6. DELEGATIONS:

It was moved and seconded that the Delegations be permitted to address the Commission. The motion carried unanimously.

- (a) Ms. Tanya Lebens, President, Friends of Nanaimo Jazz Society, 3135 Mexicana Road, Nanaimo, BC, V9T 2W8, submitting a report regarding their event and presenting a plaque to the Commission.

Ms. Lebens thanked Commission for allowing their presentation and provided a poster with a collage of events that occurred. Funding has allowed for top notch musicians to attend the Friends of Nanaimo Jazz Event. This year's event was well-supported and while not reflected in the amount of net profit, the attendance at the event was at par. Able to provide bursaries to 13 students to study over the summer through a combination of funds from City, VIU, and fund-raising. The guest musicians not only played individually, but also participated with the student groups and played with them. Two students appeared with the delegation to thank the Commission. Ms. Lebens, on behalf of the Friends of Nanaimo, gave the poster, program and plaque to Chair Larry McNabb as the representative of Commission.

- (b) Mr. Rolf Schild, 1588 Bush Street, Nanaimo, BC, V9S 1J9, requesting that the Parks, Recreation and Culture Commission agree to allow Mr. Mike Gogo to rent one or more of the barns located at Beban Park for the purpose of Christmas tree sales, conditional on Mr. Gogo vacating the Pryde Avenue location once and for all.

Mr. Schild advised that he wished the Commission to support the cessation of annual Christmas tree sales by Mr. Mike Gogo on Pryde Avenue due to the increased traffic in the area and resulting congestion – which is further increased by Christmas tree sales on the street. Mr. Schild further advised that the area is zoned as residential, not business, and does not believe that Mr. Gogo is complying with the City requirements with regard to his business license as he has not lived on the property and his sales exceed those that are detailed. Mr. Schild would like the Commission to convince Council to have Mr. Gogo's license for this location removed.

7. CHAIRMAN'S REPORT:

- (a) Palm Trees for the City of Nanaimo – verbal.

Mr. Griffiths died approximately one month ago and left \$25,000 for planting palm trees in the City of Nanaimo. Chair McNabb asks if each commissioner would suggest locations for the placement of palm trees. Staff to also provide some suggestions.

- (b) Cultural Committee Membership – verbal.

Chair McNabb would like to have Commission's approval to increase the Cultural Committee membership by one (1). Discussion ensued and no agreement was reached. Chair McNabb to discuss further with Commissioner Johnstone.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. No meeting held.
- (b) Recreation Committee. Commissioner Johnstone reported on the meeting held 2009-SEP-09.

**Grant Allocation and Criteria Revisions**

Recreation Committee Recommendations:

- (1) *That the Parks, Recreation and Culture Commission approve that:*
  - (i) *the Arts and Cultural Events grant program now include all community festival applications, and be renamed to the "Arts, Cultural and Festival Events Grant";*
  - (ii) *the Tournament and Festival Grant only review Sport Tournament grant applications and be renamed to "Sport Tournament Grant";*
  - (iii) *funds in the amount of 30% be transferred to the Arts, Cultural and Festival Events Grant from the Sport Tournament Grant to accommodate the increased demands on the Arts, Cultural and Festival Events Grant; and,*
  - (iv) *the grant criteria be updated to reflect the revised grant allocations.*

It was moved and seconded that the recommendations of the Recreation Committee be adopted. The motion carried unanimously.

- (2) *That Parks, Recreation and Culture Commission request that the Cultural Committee review the revised Arts, Cultural and Festivals Event Grant Guidelines and Application for Funding to ensure that the Festival funding falls into the appropriate categories and guidelines as determined by the Cultural Committee.*

It was moved and seconded that the recommendation of the Recreation Committee be adopted. The motion carried unanimously.



### **Recreation Committee Meeting Start Time**

*It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission approve an amendment of the Recreation Committee start time from 4:00 p.m. to 3:00 p.m. for all future meetings to be held, as required.*

It was moved and seconded that the recommendation of the Recreation Committee be adopted. The motion carried unanimously.

- (c) Cultural Committee. No meeting held.
- (d) Grants Advisory Committee. Commissioner Burnett absent - will report on the meetings held since 2009-JUL-22, at the 2009-OCT-28 Commission meeting.
- (e) Plan Nanaimo Advisory Committee. No report - Commissioner Lance absent - will report on the meetings held at the 2009-OCT-28 Commission meeting.
- (f) Social Planning Advisory Committee. Commissioner Cowling reported on the meeting held 2009-SEP-01.
- (g) Port Theatre. Monthly reports for July, 2009, and August, 2009.
- (h) Nanaimo Art Gallery. Monthly reports for July, 2009, and August, 2009.
- (i) Nanaimo District Museum. Monthly report for July, 2009, and August, 2009.

It was moved and seconded that the Advisory Body reports be received. The motion carried unanimously.

### 9. **STAFF REPORTS**

- (a) Travel Assistance Application for Nanaimo Blind Bowls to the Canadian Blind Sports National Lawn Bowls Championships Calgary, Alberta

*Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Blind Bowls in the amount of \$400.00. The application meets all of the grant criteria.*

It was moved and seconded that the recommendation be adopted. The motion carried unanimously.

10. INFORMATION ONLY ITEMS (staff reports):

- (a) Senior Manager of Parks. Monthly report for July and August, 2009. Staff also provided a verbal update on the Neck Point Park property and buildings. Asbestos was found and has now been removed. Demolition has concluded on the out buildings. Main building removal will be completed by the end of September. Public safety measures will be installed and in the latter part of October there will be some Open Houses. A new Master Plan will be presented in approximately January 2010 and finalized by March 2010. The Caretaker has been very effective. Recognition of the naming of Finlayson will be reviewed as part of the planning process. 2009-OCT-06 is an Open House at Loudon Park regarding the Boat House matter. Another Dog-Off-Leash is tentatively planned for 2009-OCT-22. The 15-17 potential sites originally identified will probably be reduced to 8-10. Staff will return to Commission with an update. Phase II of Diana Krall commenced – Commissioners may wish to take a look at that in a few weeks. The new amenities building at Maffeo-Sutton is going out to RFP and consultants architects. Chair McNabb would like to have a cost on the amenities building. Commissioner Johnstone mentioned that there have been complaints about the Diana Krall storage unit which is seen as unsightly by some people. Staff will be attending the DNPS next board meeting and this will be an agenda item. The new DNPS manager was not part of the original planning process.
- (b) Senior Manager of Recreation and Culture Services. Monthly report for July and August, 2009. Staff provided a verbal update on the Frank Crane Arena floor – RFP to go out in the next couple of weeks for the Arena slab for spring completion – have met with all the user groups and while there is never a perfect time for this type of work and upgrade, it must be done.

It was moved and seconded that the Information Only Items be received. The motion carried unanimously.

11. CORRESPONDENCE: (Action Required.) (None.)

CORRESPONDENCE: (Information)

- (a) E-mail correspondence, dated 2009-JUL-29, to Chair Larry McNabb, Parks, Recreation and Culture Commission from Ms. Tina Benson, Treasurer, Nanaimo Highland Dance Association, thanking the Commission for the grant received and providing their financial statements.
- (b) Letter dated 2009-JUL-21, received 2009-JUL-30, to Chair Larry McNabb, Parks, Recreation and Culture Commission from Chris Bassett, WPVL Softball Association, P.O. Box 281, Lantzville, B.C., V0R 2H0, thanking the Commission for the 2009 Tournament and Festival Fund Grant and enclosing a copy of their 2009 Tournament Program.
- (c) Letter dated 2009-AUG-07, received 2009-AUG-10, to Mr. Richard Harding, Director, Parks, Recreation and Culture, from W. M. (Bill) McGuire, Commodore, Loyal Nanaimo Bathtub Society, thanking the Department for their involvement and cooperation for the staging of the 2009 "Great" International World Championship Bathtub Race and the Nanaimo Marine Festival.

- (d) Minutes of the Nanaimo Harbour City Seniors, Board of Directors, meeting held 2009-SEP-14.

It was moved and seconded that the Correspondence be received. The motion carried unanimously.

12. NOTICE OF MOTION: (None.)  
13. CONSIDERATION OF OTHER BUSINESS:

(a) **RENAMING OF WESTWOOD RAVINE PARK**

At the Regular Open Council meeting held Monday, 2009-AUG-10, Mr. Fred Taylor, 204 Emery Way, Nanaimo, BC, appeared as a delegation before Council and spoke regarding the Staff report for ZA1-11 – Parks Zoning requesting that the portion of land called “Westwood Ravine Park” be renamed as “Westwood Lake Park”. It was moved and seconded that the issue of the name “Westwood Ravine Park” be referred to the Parks, Recreation and Culture Commission. The motion carried unanimously.

*Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the renaming of “Westwood Ravine Park” to “Westwood Lake Park”.*

It was moved and seconded that the motion be adopted. The motion carried unanimously.

14. BUSINESS ARISING FROM DELEGATIONS:

(a) Christmas Tree Sales on Pryde Avenue.

Staff contacted VIEX who have been authorized to meet with Mr. Gogo to review possible locations at Beban on the Exhibition Lands and those discussions are underway for possible placement. The Parks, Recreation and Culture Department try not to enter into commercial sales on their lands. It is hoped that the possible relationship between VIEX and Mr. Gogo is a success.

15. UNFINISHED BUSINESS:

16. QUESTION PERIOD:

(a) Mr. Taylor asked if Commissioner would work with the Harbour Commission regarding the placement of the palm trees along the new visitor vessel pier / cruise ship dock.

17. ADJOURNMENT:

It was moved and seconded at 7:40 p.m. that the meeting adjourn, with the next Meeting of the Parks, Recreation and Culture Commission to be held Wednesday, 2009-OCT-28, commencing at 7:00 p.m. in the Bowen Park Complex Conference Room; and,

With the next meeting of the Cultural Committee to be held Wednesday, 2009-OCT-07, commencing at 4:15 p.m. in the Bowen Park Complex Conference Room; and,

With the next meeting of the Recreation Committee to be held, if required, Wednesday, 2009-OCT-14, commencing at 3:00 p.m. in the Bowen Park Complex Conference Room; and,

With the next meeting of the Parks Committee to be held, if required, Thursday, 2009-OCT-08, commencing at 5:00 p.m. in the Bowen Park Complex Conference Room.

The motion carried unanimously.

\_\_\_\_\_  
L. McNabb, Chair  
Parks, Recreation and Culture Commission

CERTIFIED CORRECT:

\_\_\_\_\_  
R. Harding, Director  
Parks, Recreation and Culture

2009-OCT-14  
File: A2-4  
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## REQUEST TO APPEAR AS A DELEGATION

ON 2009 - OCT - 28  
year month day

<b>NAME OF PERSON MAKING PRESENTATION:</b> <u>Drew Cooper</u>			
<b>ADDRESS:</b> <u>900 Fifth ST.</u> <small>street address</small>		<u>Nanaimo</u> <small>City</small>	<u>BC</u> <small>Province</small>
		<u>V9R 5S5</u> <small>Postal Code</small>	
<b>PHONE:</b> <u>753-0987</u> (H) <u>740-6572</u> (W) <u>    </u> <b>FAX:</b> <u>740-6170</u> <small>home business</small>			
<b>NAME OF APPLICANT IF OTHER THAN ABOVE:</b> <u>PacificSport</u>			
<b>DETAILS OF PRESENTATION:</b>			
Update of recent activities over the past year and overview of community based initiatives.			
<input checked="" type="checkbox"/> Physical Literacy & the Long Term Athlete Development (LTAD) model			
<input checked="" type="checkbox"/> City and School District resource sharing initiative			
<input checked="" type="checkbox"/> Community leadership program			
<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: auto;"> <b style="font-size: 1.5em;">RECEIVED</b>   <b>OCT 20 2009</b>   <b>DEPARTMENT OF PARKS RECREATION AND CULTURE</b> </div>			

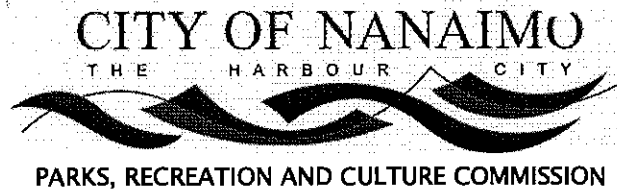
### PLEASE NOTE

- **Electronic presentations** must be provided on a CD or by e-mail no later than 9:00 a.m. the day of the Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- **Multiple speakers** on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18.6 of the Council Procedure Bylaw.

703

**Parks, Recreation and Culture Commission**  
 500 Bowen Road, Nanaimo BC V9R 1Z7

Phone: (250) 755-7511  
 Fax: (250) 753-7277  
 parks@nanaimo.ca



## REQUEST TO APPEAR AS A DELEGATION

ON 2009 - OCT - 28  
year month day

NAME OF PERSON MAKING PRESENTATION: Chris Bassett

Print

ADDRESS: 849 Athena Place, Nanaimo BC, V9V 1B9

street address

City

Province

Postal Code

PHONE: 250 756-4342

home

W 250 753-5307

business

FAX: \_\_\_\_\_

NAME OF APPLICANT IF OTHER THAN ABOVE: \_\_\_\_\_

### DETAILS OF PRESENTATION:

Review WPVL request - VIP grant for construction of a Batting Cage at May Bennett Pioneer Park

**RECEIVED**

OCT 20 2009

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

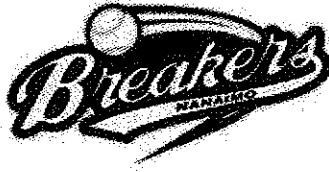
### PLEASE NOTE

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- **Multiple speakers** on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18.6 of the Council Procedure Bylaw.

704

**Parks, Recreation and Culture Commission**  
500 Bowen Road, Nanaimo BC V9R 1Z7

Phone: (250) 755-7511  
Fax: (250) 753-7277  
parks@nanaimo.ca



Nanaimo Parks, Recreation and Culture Commission  
500 Bowen Road  
Nanaimo, BC V9R 1Z7

October 19, 2009

Dear Commission Members:

The WPVL Nanaimo Breakers is a non-profit fastpitch softball association representing 475 Nanaimo youth. For over 25 years, the WPVL has been providing opportunities to children 5-18 to remain physically active while learning the values of teamwork, commitment and responsibility.

To continue in our efforts to develop the softball skills of our youth, it is our goal to install a batting cage at the May Richards Bennett Pioneer Park. In order to reach this goal, we would like to participate in your Volunteer in Parks (VIP) program by requesting a grant of \$20,000.

The following lists the advantages to having the batting cage at the park:

- a safe environment to develop hitting skills
- longer training season (March to October), increasing usage of the park
- allows training during games
- allows hitting practice during rainy periods

We are proposing that the batting cage with a solid roof and lights (Image A) be constructed alongside the existing tennis courts (Images B and C). The approximate size of the batting cage would be 14' W x 14' H x 65' L.

We would like to thank you in advance for your consideration and looking forward to the opportunity to work with you on this project. Please do not hesitate to contact me should you have any questions or concerns. I can be reached at 250-753-5307.

Sincerely,

A handwritten signature in black ink, appearing to read "Bassett".

Chris Bassett  
WPVL Representative



Image A

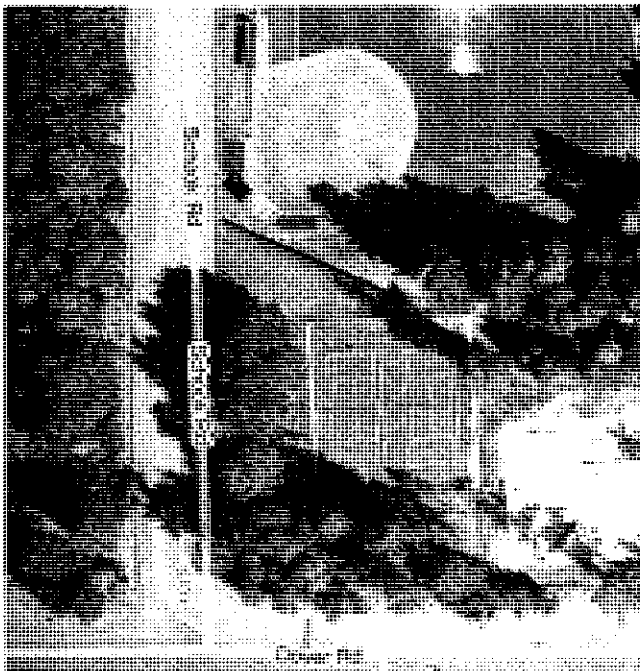


Image B



Image C



**NOTES OF THE REGULAR PARKS COMMITTEE MEETING  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM,  
ON THURSDAY, 2009-OCT-15, COMMENCING AT 5:00 P.M.**

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PRESENT: Commissioner Barry Sparkes, Chair  
Commissioner Brent Meunier  
Commissioner Brian Dempsey  
Commissioner Maureen Young  
Commissioner Fred Pattje

Staff: Jeff Ritchie

R. Tweed, Recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 5:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

4. ADOPTION OF MEETING NOTES:

(a) Notes of the Regular Parks Committee Meeting held Thursday, 2009-JUL-09 at 5:00 p.m. in the Bowen Park Complex Conference Room.

It was moved and seconded that the Meeting Notes be adopted as circulated. The motion carried unanimously.

5. DELEGATIONS: (None.)

6. CHAIR'S REPORT:

7. REPORTS OF PROJECT COMMITTEES: (None.)

8. STAFF REPORTS:

- (a) Amendment to Schedule "A" of Bylaw 2008 No. 7073 – Hours of Operation - Parks

*Staff's Recommendation:* That the Parks Committee recommend that the Parks, Recreation and Culture Commission approve the proposed amendment to Schedule "A" of Bylaw 2008 No. 7073 – Hours of Operation – Parks; and recommend that Council amend Schedule "A" of Bylaw 2008 No. 7073 as follows:

PARK	HOURS OF OPERATION	
	Current Hours	Proposed Amendment to Hours
Diana Krall Plaza E&N Trail Georgia Park McGregor Park Maffeo Sutton Park Parkway Trail Queen Elizabeth Promenade	24 hours/day	No change
Loudon Park	6:00 am – 6:00 pm October 1 - March 1  6:00 am – 10:00 pm March 1 – September 30	No change
All other Parks	6:00 am – 6:00 pm November 1 – March 31  6:00 am – 11:00 pm April 1 – October 31	6:00 am – 9:00 pm November 1 – March 1  6:00 am – 11:00 pm March 1 – October 31

It was moved and seconded that the recommendation be adopted. The motion carried unanimously.

9. INFORMATION ONLY ITEMS (staff reports):

- (a) Dog Off-Leash Parks – verbal update – Jeff Ritchie.

An Open House was held on 2009-JUL-29 at the Beban Off-Leash Park. Next one is scheduled for 2009-OCT-22 at Rotary Field House. The Open House is truly an open house and invites everyone. The point of the Open House is to get a broad selection of feedback from the public – including both small-dog owners, big-dog owners, and people who do not own dogs, and the public's comfort level with unfenced areas being off-leash. We can upgrade existing fencing areas if required – funds have been budgeted in Capital for next year. There is a lot of support for Groveland Park, but there are still some concerns from the neighbourhood. There are some issues being raised regarding why dogs on leash cannot be walked around some of our sports fields. At the next Open House, specific areas will be outlined with an updated map identifying locations on the map. Colliery, Beaufort, and Divers will be mapped and other areas (Groveland and Neck Point Park) need to have neighbourhood meetings. It is expected that a Report will go to Commission in November, but it is unlikely that a

park will be identified and open prior to the New Year. Areas that are not currently being identified can be revisited. Seabold is still a possibility; however, parking is a major concern.

Commissioner Pattje asked that the petition from Beach Estates be reviewed for the addresses of those people who are opposed to having a Dog-Off Leash area. He would like to PRC staff to ensure that there is an area that has access to water.

- (b) Loudon Park Open House – verbal update – Jeff Ritchie.

An Open House was held 2009-OCT-06 and about 75 people attended. The main reason was to have the Canoe Kayak and Rowing Clubs present the conceptual plans of their boathouse. A second option for a location is where the centennial building and current washroom are – this would result in a reduced impact on trees and does not impact the fishing dock. The Open House was very successful. The Clubs will now start their fund-raising. They have applied for the RiNC grant and they also have some gaming funds. The boathouse is a good concept and has a lot of support; however, it will all hinge on the funding. Our involvement would be the public washroom and possibility a concession.

- (c) Neck Point Update – verbal update – Jeff Ritchie

With the Committee's permission to proceed, Mr. Ritchie provided a verbal update on the Neck Point property. Buildings are now down – accessibility to water and safety issues are being addressed and hopefully this will be complete by the end of November. If the site is safe, and there are some natural trails, it may be opened to the public at that time. The boathouse will stay; however, there will be an upgrade to the stairs and safety railings will be installed. There is now approximately a 4:1 slope down to the water where the main building once stood.

It was moved and seconded that the Information Only Items be received. The motion carried unanimously.

10. CORRESPONDENCE: (Action) (None.)

CORRESPONDENCE: (Information) (None.)

11. NOTICE OF MOTION:

12. OTHER BUSINESS:

13. UNFINISHED BUSINESS:

- (a) Bowen Park Improvement Plan – update on the improvement plan to be brought to the Parks Committee. This matter is still ongoing.
- (b) Steps at Pipers Lagoon – staff to meet with Mr. Dean and return to the Parks Committee with recommendations. Staff have and will continue to follow up with Mr. Dean.

- (c) Buttertubs Marsh Liaison Committee – recommended that Commission recommend that Council direct staff to write a letter to BCTFA. Mr. Ritchie advised that the issue of “no dogs” at Buttertubs remains the same, and that the letter to BCTFA has been sent out.

It was moved and seconded that Item 13(c) be removed from unfinished business. The motion carried unanimously.

14. QUESTION PERIOD:

- (a) Mr. Rolf Schild has been in contact with Commissioner Pattje regarding the Christmas Tree Sales. Commissioner Young advised that there is a sign at Beban Park advising that there will be Christmas Tree Sales at Beban. Staff advised that this matter rests with Mr. Gogo and VIEX; however, they will confirm that there is a sign and what is recorded on it. Commissioner Meunier requested that this matter be returned to the 2009-OCT-28 PRCC meeting with an update.

15. ADJOURNMENT:

It was moved and seconded at 5:28 p.m. that the meeting adjourn, with the next meeting of the Parks Committee to be held, if required, on Thursday, 2009-NOV-12, commencing at 5:00 p.m. in the Bowen Park Complex Conference Room.

The motion carried unanimously.



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Commissioner Barry Sparkes, Chair  
Parks Committee

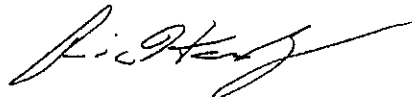
CERTIFIED CORRECT:



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Jeff Ritchie  
Senior Manager, Parks Operations

APPROVED FOR DISTRIBUTION:



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R. Harding, Director  
Parks, Recreation and Culture

**NOTES**  
**REGULAR CULTURAL COMMITTEE MEETING**  
**HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM**  
**WEDNESDAY, 2009-OCT-07, COMMENCING AT 4:20 P.M.**

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PRESENT: Eveline O'Rourke, Chair

Members: Commissioner Fred Pattje  
Commissioner Lynda Avis  
Ms. Lynne Fraser  
Ms. Joanne Husband  
Ms. George McGladrey  
Ms. Gerda Hofman  
Mr. Simon Schachner

Regrets: Commissioner Diana Johnstone

Staff: B. Kuhn M. Goddard, recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting of the Cultural Committee was called to order at 4:20 p.m.

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF AGENDA:

The Chair advised there would be one additional Item on the Agenda as item 9.(b) Nanaimo Cultural Strategy 2008 – Priorities.

It was moved and seconded that the Agenda be adopted as amended. The motion carried unanimously.

4. ADOPTION OF MEETING NOTES:

(a) Meeting Notes of the Regular Cultural Committee Meeting held Wednesday, 2009-JUL-08, at 4:15 p.m., in the Bowen Park Complex Conference Room.

It was moved and seconded that the Meeting Notes be adopted as circulated. The motion carried unanimously.

5. DELEGATIONS: (None)

6. COMMISSION REPORT:

(a) *Deferred to next meeting of the Cultural Committee*

7. REPORTS OF PROJECT COMMITTEES:

(a) Cultural Award Committee.

- (i) Review possible dates for nominations.

Staff advised the deadline for submissions was 2009-OCT-02 and the review package will be put together for the Cultural Award Committee nominations. Staff clarified that those nominated last year will remain on the list. Tentative date of Wednesday, 2009-OCT-14, at 2:00 p.m., set. Staff to notify Commissioner Diana Johnstone and book a room.

It was moved and seconded that the Cultural Award Committee meet on Wednesday, 2009-OCT-14, at 2:00 p.m., to review nominations. The motion carried unanimously.

(b) Art in Public Places Project Committee.

Staff provided an update, advising that the Art in Public Places draft has been received from the consultant, but requires some minor “tweaking” from meetings that have been held and should be finalized later this month. It will be presented to the Cultural Capital of Canada Committee, then the Cultural Committee, and then to the Parks, Recreation and Culture Commission. This process will take until the New Year for final approval. As the Cultural Capital Year project ended 2009-MAR-31, this portion is now a City project. It will contain suggestions for general recommended areas as to where art may go, but not specific locations, along with the City’s philosophy of public art and the procedures and guidelines to bring a project to fruition. The best practices from across the country, as well as internationally, have been incorporated into the new plan.

Councillor Pattje thanked staff for the presentation to Council 2009-OCT-05, together with the Chair, Nanaimo Cultural Capital Organizing Committee. He also referenced an interesting email from Diana Brennan providing some good examples of public art in European cities, depicting graffiti artists’ train renderings.

(c) Cultural Forum Project Committee. Lynne Fraser reviewed the “Report to the Cultural Committee” dated 2009-SEP-05.

Although 2008 was well planned and orchestrated, it was cancelled due to lack of interest. The Committee has met and will need to go back to stakeholders soon to determine what they envision, prior to proceeding to plan for 2010. The Committee suggested that a brief survey of approximately half a dozen questions be conducted to get feedback from Cultural groups regarding topics and format for the 2010 forum. Staff will put together the survey questions so the Committee can determine the needs of Cultural organizations.

Staff will develop a draft survey and bring it back to the November Committee meeting.

It was moved and seconded that the Report be received. The motion carried unanimously.

8. STAFF REPORTS: (None.)

9. INFORMATION ONLY ITEMS (staff reports):

(a) Nanaimo Cultural Strategy 2008 (Distribution of Bound Document).

The Chair provided a verbal report, advising that the Nanaimo Cultural Strategy has been reviewed many times, however as this item was not on the 2009-JUL-08 agenda, the position of Manager of Arts & Culture Development was not requested as part of the Parks, Recreation and Culture budget. At the Parks, Recreation and Culture Commission meeting of 2009-JUL-22 Commission Lance moved that a Higher Service Level Request be added for a full-time staff position of "Manager for Arts and Cultural Development". The motion carried. This staff position request has been included in the Strategy (page 11) (It had been inadvertently left out when the document was reformatted.)

(b) Nanaimo Cultural Strategy 2008 Priorities.

Staff requested that priorities be set for the Nanaimo Cultural Strategy 2008.

The Committee reviewed the Strategy in order to set priorities. Many are ongoing and already being done, and those should continue.

*Marketing* (page 16).

Staff advised that the Cultural Resources Inventory and Information Service is ongoing, but the information has not been updated for a couple of years and really should begin immediately, however this would require extra staffing time. It could be marketed better, but updates would be required first.

Staff to look into alternatives for updating, such as a business student partnership or a volunteer from the Arts Council.

Staff advised that the other marketing actions are ongoing, and will confirm that the Community Media Guide is kept current.

*Economic Development* (page 19).

Staff advised that the first Action item under the first goal "to conduct an economic impact study" would require a consultant, and as there is no money in the budget, this would need to be a 2011 budget item. It was confirmed that this item is closely related to Cultural Tourism.

In response to a question from Simon Schachner regarding the need for this, staff indicated it is hard to measure festivals where people do not register, as

opposed to a sport tournament, where they do register. Council would need to be convinced this is a good investment. Lynne Fraser indicated that it would be useful for Arts and Culture groups to use for leveraging funding for other levels of government.

Staff suggested putting forward as a 2011 budget item.

*Cultural Tourism* (page 17).

Staff advised that the "Community Events Resource Manual" requires regular updating. Staff agreed we could go ahead and combine with equipment, as suggested by George McGladrey, so there is one document containing support information for community events.

The Committee questioned whether Action number #7 to develop a cultural map could that be combined on page 18. Staff indicated this is different. It is essentially putting Nanaimo's Cultural Resources on a map to indicate where they are located and concentrated. It is a valuable tool in the cultural planning process. There is a useful cultural mapping tool kit available to develop a map. This would need to be done in conjunction with the City IT Department staff.

Staff confirmed that the last item under Cultural Tourism is ongoing.

It was moved and seconded that the Information Only Items be received. The motion carried unanimously.

It was moved and seconded that the Committee proceed with:

- Marketing action item 2 "Maintain a Cultural Resources Inventory and Information Service, updated regularly with information on all cultural organizations and facilities available online and in printed form";
- Marketing action item 3 "Maintain a current 'Community Media Guide' online and in print form";
- Cultural Tourism action item 4 "Provide support by the way of logistics, equipment (Community Event Equipment Loan / Rental Program), administration, and information support to event and festival organizers (The City and Tourism Nanaimo)"; and,
- Cultural Tourism action item 5 "Update and maintain a 'Community Events Resource Manual' online and in print form" as Priorities set for immediate action.

The motion carried unanimously.

10. CORRESPONDENCE: (Action) (None)

CORRESPONDENCE: (Information)

- (a) Letter dated 2009-SEP-17 from Mr. Michael Wright, Arts Alive, and P.O. Box 2085, Station A, Nanaimo, BC, V9R 6X5, to the Cultural Committee, regarding the Arts Alive Summer School 2009, and thanking the City of Nanaimo for their support.



- (b) Letter dated 2009-SEP-18 from Ms. Bobbi Kurtz, Director, and Ms. Wendy L. Langevin, Development Associate, Vancouver Island International Children's Festival, P.O. Box 197, Nanaimo, BC, V9R 5K9, regarding the 10<sup>th</sup> Annual Children's Festival and thanking the City of Nanaimo for investing in the Vancouver Island International Children's Festival.

It was moved and seconded that the Correspondence be received. The motion carried unanimously.

11. NOTICE OF MOTION:

12. CONSIDERATION OF OTHER BUSINESS:

- (a) Review of Draft Arts, Cultural and Festival Event Guidelines and Application for funding document

Staff highlighted the new Grant Program which combines arts and cultural events and festivals. Staff reviewed the revisions to the draft "Arts, Cultural and Festival Events Grant Guidelines and Application for Funding" document, with festivals now added into the Arts and Cultural Event Grant Application. This was done as there was a lot of confusion as to where to apply. Festivals did not fit well with sport tournaments and this change keeps all arts and cultural events in one category. The criteria is similar with minor wording changes such as "festival". The forms are basically the same. There is now a separate Sport Tournament grant application.

The Committee reviewed the Guidelines. Staff clarified that not all festivals are arts and cultural, for example, the Dragon Boat Festival. The Committee was concerned that the language of the second bullet under Eligibility Criteria is too restrictive so staff suggested a softening of the second bullet from "must showcase local arts and cultural talent" to "if appropriate the event should consider . . .". The Committee agreed.

Staff confirmed that events do not need to be held in City of Nanaimo facilities, but must be held within the City boundaries.

George McGladrey suggested that "cultural" be put in front of "sport heritage and/or celebration" to address the concern of not including baseball, football events, and/or to include a specific reference on the front page in parenthesis to refer to applying for that Sport Tournament Grant.

The general consensus was that this change to the grant guidelines is good. Staff will make these minor changes to the wording in the document.

It was moved and seconded that the draft "Arts, Cultural and Festival Events Grant Guidelines and Application for Funding" document be approved as amended. The motion carried unanimously.

- (b) Schedule of meetings to review the Cultural Operating Grant Applications, and, the Arts, Cultural and Festival Event Grant Applications.

Staff advised that the deadline for applications is 2009-NOV-01, after which date staff will prepare the material for the review meeting. The material should be ready to be picked up on 2009-NOV-06.

The Committee considered and suggested dates for the review of the Cultural Operating Grant Applications and the Arts, Cultural and Festival Events Grant Applications. A third date will only be required depending on the number of interviews.

Members who are unable to make the meeting can e-mail their recommendations.

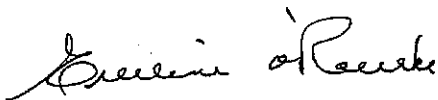
It was moved and seconded that meeting dates of Thursday, 2009-NOV-19; Monday, 2009-NOV-23; and if required, Thursday, 2009-NOV-26, be set to review the Cultural Operating Grant Applications, and, the Arts, Cultural and Festival Events Grant Applications. The motion carried unanimously.

13. UNFINISHED BUSINESS: (None)

14. QUESTION PERIOD: (None)

15. ADJOURNMENT:

It was moved and seconded at 5:15 p.m. that the meeting adjourn, with the next Meeting of the Cultural Committee to be held Wednesday, 2009-NOV-04, commencing at 4:15 p.m. in the Bowen Park Complex Conference Room. The motion carried unanimously.



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Eveline O'Rourke, Chair  
Cultural Committee

CERTIFIED CORRECT:

APPROVED FOR DISTRIBUTION:



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S. Samborski, Senior Manager  
Recreation and Culture Services

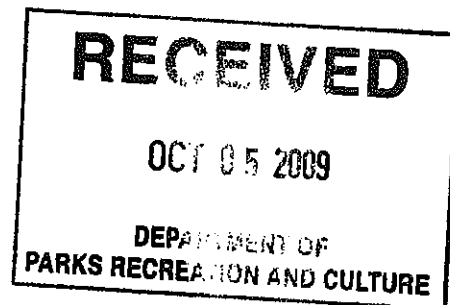
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Richard Harding, Director  
Parks, Recreation and Culture

THE PORT THEATRE  
MONTHLY ACTIVITY REPORT

September, 2009

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	9	Backyardigans	3:30pm	Children's show	804	20
2	13	Memorial Vigil-Crisis Society	4:00pm	Memorial	150	7
3	14	Volunteer Orientation	6:00pm	Meeting	30	
4	17	Praire Oyter	7:30pm	Music	330	13
5	18	Beatlemania	7:30pm	Music	538	12
6	19	Platters & Ink Spots	7:30pm	Music	359	15
7	21	Volunteer Workshop	6:00pm	Meeting	26	
8	27	National Ballet	1:00pm	Dance	0	22
9	28	National Ballet	7:30pm	Dance	577	22
10						
11						
12						
32						
33						
<b>TOTALS</b>					2814	111
Number of Events: 9						
Estimated Audience Attendance:					2814	
Estimated Number of Artists/Crew:					85	
Total people through the building:					2925	



717

THE PORT THEATRE

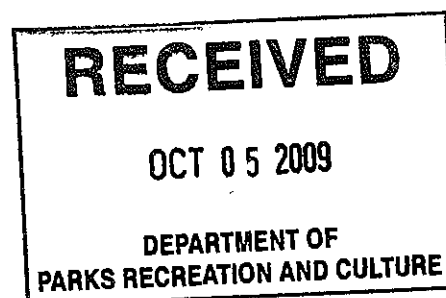
	# Events 2005	# Events 2006	# Events 2007	# Events 2008	# Events 2009	# Patrons 2005	# Patrons 2006	# Patrons 2007	# Patrons 2008	# Patrons 2009
Jan	24	18	12	22	13	7,082	7,609	5,626	5,126	4,191
Feb	23	26	20	32	18	8,141	11,692	8,161	10,911	8,308
Mar	20	19	18	16	27	5,758	8,075	8,305	5,078	9,604
Apr	34	31	32	20	33	12,520	10,784	12,389	7,888	10,137
May	31	38	29	28	16	14,170	15,615	13,851	13,173	6,254
Jun	36	25	25	29	30	15,262	14,408	12,055	12,507	16,465
Jul	26	4	11	20	2	6,317	2,191	4,304	6,908	457
Aug	3	3	3	2	2	643	865	701	1,339	85
Sep	9	15	20	15	9	2,245	3,551	5,934	6,787	2,925
Oct	20	19	13	26		8,069	7,915	5,119	8,067	
Nov	22	28	21	34		12,326	14,392	9,765	14,306	
Dec	19	31	14	24		6,895	15,378	5,049	9,302	
TTL	267	257	218	268	150	99,428	112,475	91,259	101,392	58,426

comparison of attendance for the same month last year  
comparison of events for the same month last year

-57% increase
-40% increase

five yr. average attendance for same month  
five yr. average number of events same month

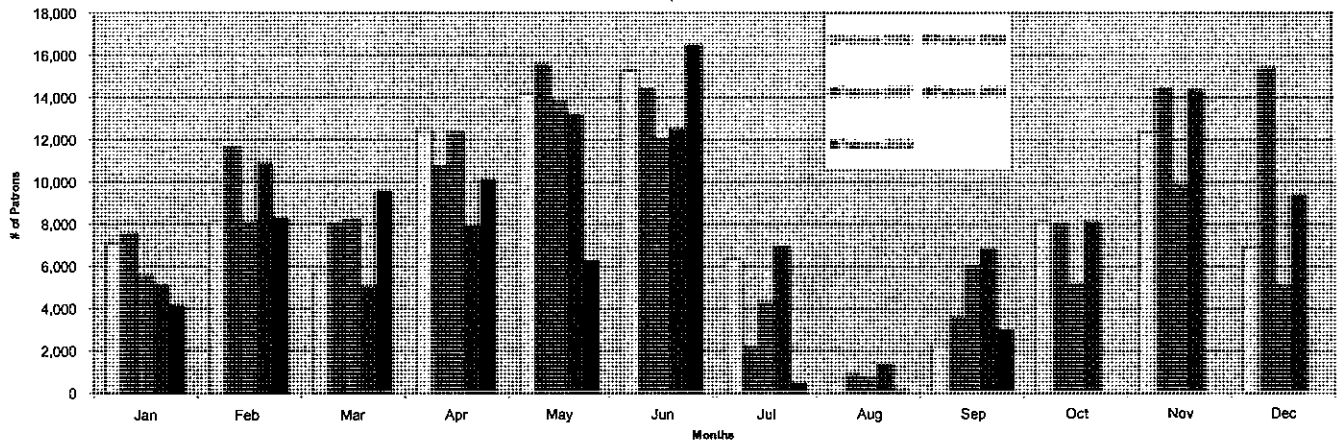
4,288
14



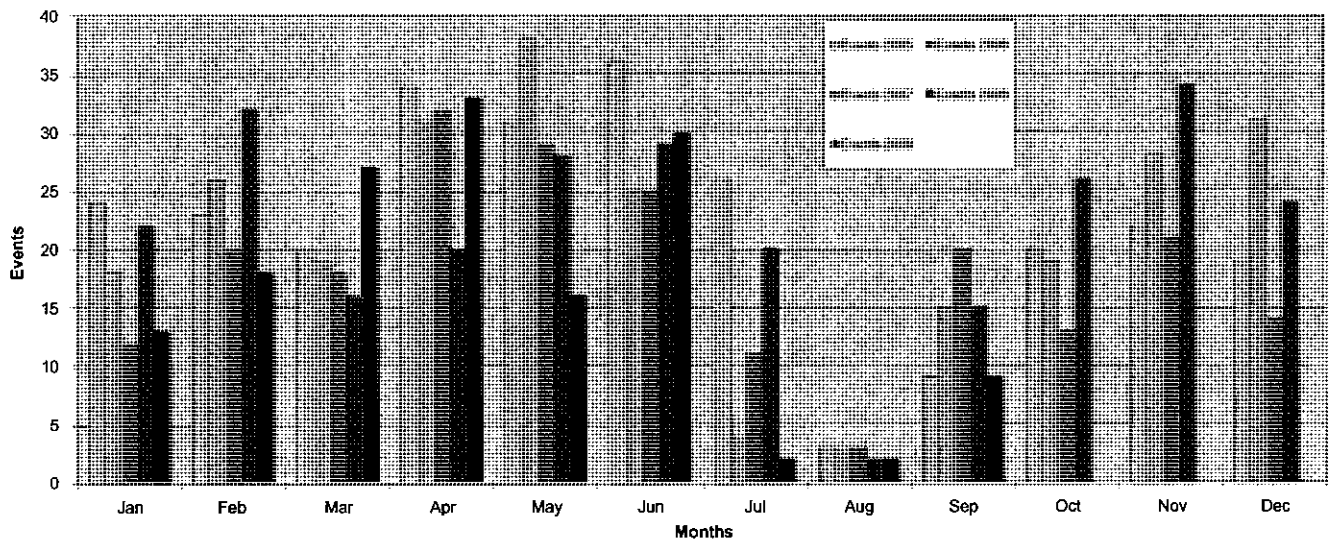
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# THE PORT THEATRE

## Patron Attendance Comparison



## Event Comparison



**RECEIVED**

OCT 05 2009

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

719

City of Nanaimo-Parks, Recreation and Culture Commission  
Nanaimo Art Gallery: Activity Report  
September 1, 2009 to September 30, 2009

*Submitted by Ed Poli, Gallery Manager*

**The Campus Gallery** (900 Fifth Street) presented:

- **Speaking Volumes** – From August 28 to October 3 - New work from Scott Leaf'. A raw earthenware clay installation consisting of several large rectangular configurations of clay created on site and intended to slowly transform over the duration of the exhibit.
- **100 Monkeys** – From August 28 to October 3 - Tracey Nelson has created a humorous and curious world of sock monkeys. 100 Monkeys is an installation of sock monkeys, film loops, drawings, and texts describing the monkeys' psycho-social situations and stories.

**Campus Gallery Attendance**

**555**

**The Downtown Gallery** (150 Commercial Street) presented:

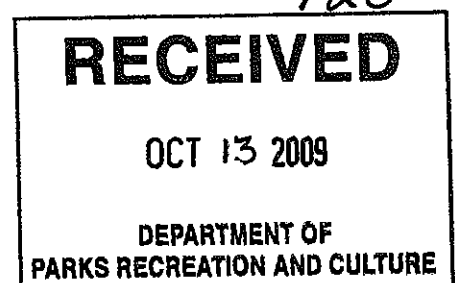
- **Night and Day** – From August 20 to September 12 – An exhibition of Leona Petrak's work presenting forms, colours, textures and spaces perceived under light and under the absence of light. Petrak's inspiration for both groups of paintings comes from desert areas of North and South America.
- **Federation of Canadian Artists-Nanaimo Chapter Fall Juried Show** – September 22 to October 10 – An exhibition of new works from artists from the Central Island area.
- Ongoing display of the work of the artists in the Gallery's Art Sales and Rental program
- The Downtown Gallery space was used by a number of community groups and organizations for various community events.

**Downtown Gallery Attendance**

**1175**

**Total Attendance:**

**1730**



**Report to Parks, Recreation & Culture Commission  
Nanaimo Museum – September/October 2009**  
Submitted October 9, 2009 by Debbie Trueman

**RECEIVED**

**OCT 13 2009**

**DEPARTMENT OF  
PARKS RECREATION AND CULTURE**

**Financial:**

- We now have 12 month Museum stats (approx.) in our new space:  
Sept. to Dec 2008 and Jan. to Aug. 2009 compared to same months last open in old space:
  - Total Attendance (including school programs) up 180%;
  - Gift Shop Revenue up 350%; and,
  - Venue Rental \$7500 compared to \$0.

**Our total attendance including the Bastion for this 12 mth period was 44,000 (28,000 Museum). I have checked stats for Kelowna (pop. 120,000 with 4 sites-50,000 total), Prince George (haven't heard yet) and Campbell River (29,508 for both their sites) for comparison. Tourism Nanaimo through the door visitors at Beban House and VICC for this period was 29,000.**

- Expenses for new exhibits are on track with available reserves.
- Still no word on Gaming revenues for next year or if we will have to reapply. To repeat, these revenues (approx. 12% of our budget) will be extremely hard to replace, especially if combined with lower tourist numbers again next year.
- Cultural Services (Provincial operating grant) is also projecting cuts of up to 40%. We did receive a bonus this year to cover this expected cut so the crunch in this funding will hit 2011.

**New Space:**

- Deficiencies are numerous but mainly fairly minor other than the ongoing problems of the gallery door and air flow problems. They are slowly being addressed. We will be getting a major upgrade to fix air flow problems after the greening project is complete.
- Piping from the basement for the heat pumps in our space is now complete.
- Serious Coffee door to our lobby and tables continue to be well used.
- Signage outside is still a big problem.
- We continue to get rave reviews from visitors on the entire space, not just the gallery.

**Programs and Events:**

- Cruise ship attendance (first 4 ships) has averaged 375 visitors per ship with average shop spending of \$1000 per ship. We are averaging 20% of passengers ashore visiting the Museum, 24% visiting the Bastion and total of 46% visiting both.

- Timber will open end of October.
- Coal mine tunnel is next with retail/downtown development next year to complete the gallery. We will then go back to the beginning to add elements not completed first round and add some interactive.
- The new school program brochure is attached. Bookings going very well - we will beat last year numbers.
- We have a temporary photo exhibit of car junk years in the hallway and the next feature exhibit will feature "community collections" opening in November.

**Community/Misc.:**

- The Nanaimo Art Gallery visioning Committee continues.
- Tourism Roundtable for EDG went very well. Other venue rental includes two Rotary clubs spouse event meetings, Nanaimo Sings meeting with VIHU, and CCCU bookings coming up.
- I continue to sit on the Destination Nanaimo Committee and we have Board representation on the Heritage and Cultural committees.

**Attachment: School Program brochure**

**Favourite email of the month:**

Dear Sir, dear Madam,

As a German visitor of your nice city and especially of "The Bastion" it has been an excellent privilege to me to fire the 12 o'clock cannon at the 31.08.2009.

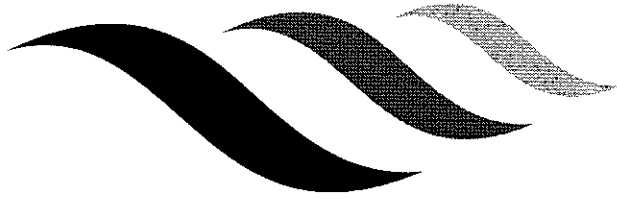
Back home again I want to thank all of you for this great day!

Please be so kind and give my very best regards to the people pictured at the Photos! In the attachment I send them some photos of my family and friends.

With best regards, sincerely yours

Carl Cornelius Schwebig





# NANAIMO MUSEUM

## 2009/10 ELEMENTARY SCHOOL PROGRAMS

### **Self-Guided Programs**

**Self-guided programs are available Monday to Friday all year**

**Please register three weeks in advance**

**Discovery sheets are available upon request.**

### **Our Special Approach**

**Hands-on activity based programs**

**Grade specific PLO's used when designing programs**

**Teacher packages & trained docents**

**We can adapt any program to fit your needs.**

**(Please allow a month notice for this option.)**

**For more information or to book a program**

**call Bobbi Williamson at 250.753.1821**

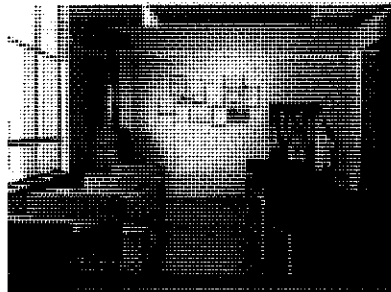
# 2009/10 Nanaimo Museum School Programs

## A Child's Life in Nanaimo

(Grade 2/3) Sept.- Nov. 20, 2009 and Jan. - June 2010

Available at the museum or in your classroom.

Experience what life was like in early Nanaimo schools and homes with a visit to the yesteryear schoolroom and Miner's Cottage.



Students will discover games, activities and life in a turn of the century classroom. In the miner's cottage, they will experience life at home and participate in jam making.

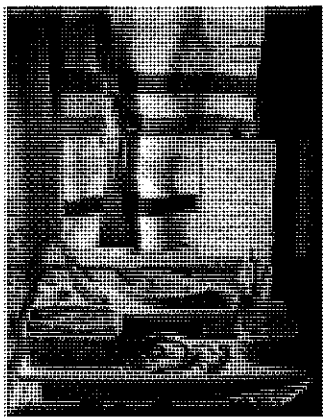
## First Nations for Primary

(Grade K-3) Sept.- Nov. 20, 2009 and Jan. - June 2010

Available at the museum or in your classroom.

Discover the traditional tools of the Nanaimo area's First Nation through storytelling and hands-on instruction. Students will experience an interactive project that demonstrates where and how the tools were used. A traditional First Nation's lesson will compare these tools with their modern equivalents.

Sponsored by: Thrifty Foods

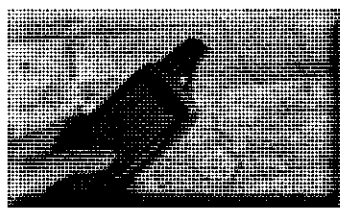


## NEW Navigating Our Heritage

(Grade 3) Sept. - Nov. 20, 2009 and Jan. - June 2010

Available at the museum or in your classroom.

Discover the many changes to Nanaimo's landscape since the first miner colonists arrived. Using a GPS (Global Positioning System) and a simple map,



discover the many downtown historical plaques and learn interesting facts about Nanaimo's heritage.

## First Nations on Vancouver Island

(Grade 4) Sept.- Nov. 20, 2009 and Jan. - June 2010

Available at the museum or in your classroom.

Discover the similarities and differences among the First Nations on Vancouver Island.

Students will have the opportunity to examine tools and artwork of the Snunéymuxw people.

They will learn what these artifacts are made of and how they were used. Students will also have a chance to explore the exhibit and discover how the Snunéymuxw people lived.

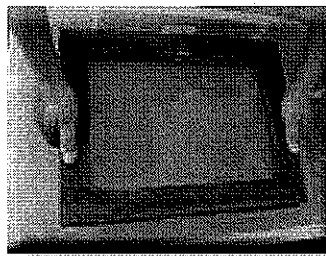
Sponsored by: Thrifty Foods



## NEW Wood Wealth

(Grade 5) January - June 2010

Available at the museum or in your classroom.



Explore the *Timber!* exhibit and discover the technological changes in the industry on Vancouver Island. Learn how a tree becomes a piece of paper or a surgical gown. Explore how important recycling

is to the sustainability of BC's forests. Students will make recycled paper.

## A Coal Miner's Family

(Grade 5) Sept.- Nov. 20, 2009 and Jan. - June 2010

Available at the museum or in your classroom.



Explore life both as a coal miner and as a child of a coal miner. Students will discover what it was like to work in a coal mine and learn about the challenges faced by miners.

During a visit to the Miner's Cottage, students will experience domestic life.

## 2009/10 Nanaimo Museum School Programs



### Archaeology

(Grade 6/7)

Sept.- Nov. 20, 2009 and Jan. - June 2010

Available at the museum or in your classroom.

Through hands-on work stations, students will discover history from remains buried in the earth. Become an amateur archaeologist; sift through soil, record your findings and learn how and why items are sorted. Learn the techniques used in the field to piece together a past culture.

### Back to the Bastion

(Grade 3/5) Sept.- Nov. 20, 2009 and Jan. - June 2010

Only available at the Bastion.

Discover Nanaimo's oldest building with the aid of a discovery sheet and hands on activities to learn why it was built and who helped build it. Students will learn why immigrants were needed for the new coal industry on the coast and the contribution these colonists made to early Nanaimo.

### Bastion Tour Add-on

(Grade 2/3/5) Sept.- Nov. 20, 2009 and Jan. - June 2010

Add this half-hour visit and receive a guided tour with spare time to explore the three floors of the 1853 H.B.C. Nanaimo Bastion. (\$10.00 fee)

## THANK YOU

Proud First Nation Programming Sponsor

**THRIFTY  
FOODS™**



and



Proud Sponsors of  
Navigating Our  
Heritage  
through the purchase  
of the G.P.S. systems

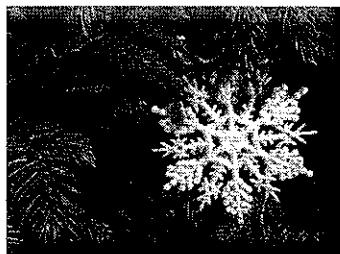


## 2009/10 Seasonal Programs

### Yesteryear Christmas

(Grade K-3) November 23 to December 17, 2009

Only available at the museum.



Join us on a journey back through time and experience Christmas 100 years ago. During a visit to the Miner's Cottage, students will explore toys and games of yesteryear, learn different

traditions, and listen to a Christmas story. Students will make a seasonal craft to take home and enjoy festive goodies.

### Chinese New Year

(Grade 2/3) January 29 and February 12, 2010

Only Available at the museum.

Learn why the Chinese settled in Nanaimo and where they lived and worked. Students will observe and handle Chinese artifacts and objects and play a traditional game. Students will make a Lion Dance Mask and discover the symbolism of the New Year's celebration and Lion Dance.



## Classroom Programming Kits

**Program Kits** for use in the classroom are available when a school program is booked either at the museum or in the classroom. The kit is available on first come—first served basis for one week, either before or after your booked program. There is a \$30 deposit, refundable when the kit is returned on time and complete, without damaged or missing items. Currently, kits are available for Coal Miner's Family or A Child's Life in Nanaimo School Program. Kits are being developed for First Nations and Archaeology programs and will be available soon.

### A Child's Life in Nanaimo Kit

The kit contains a board game designed to teach students about what it was like to live in early 1900s Nanaimo, both at school and in the home. There are jigsaw puzzles of early Nanaimo photographs, school worksheets taken from the 1930s, reading and arithmetic text books and background information on early Nanaimo education.

### A Coal Miner's Family Kit

The kit contains information about the major mine disasters, strikes, mining terminology, history of coal mining lamps and general Nanaimo coal history. Included is a board game where students earn wages, pay rent, buy groceries, and encounter mine disasters. Also included are word puzzle worksheets with accompanying flash cards on mining terminology.

## Nanaimo Museum Guided Programs

Most Programs are offered from September to June

All programs are 90 minutes in length

### Cost:

Programs at the museum = \$40.00

Programs in your classroom = \$50.00

(Add a Bastion visit to any of the school program for an additional \$10.00 per class)

Available Monday to Friday - a.m. and p.m.

Please register three weeks in advance

### How to Register

Call Bobbi Williamson at 250.753.1821 or

Email: [program@nanaimomuseum.ca](mailto:program@nanaimomuseum.ca)



## NANAIMO MUSEUM

100 Museum Way, Nanaimo, BC, V9R 5J8

Inside the Vancouver Island Conference Centre

Phone 250-753-1821

Email [program@nanaimomuseum.ca](mailto:program@nanaimomuseum.ca)

Nanaimo Museum is  
Financially Supported by:



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BRITISH  
COLUMBIA

Special Thanks to Willow Chandler for the images of the  
artifacts used in this publication

Find us on the web at [www.nanaimomuseum.ca](http://www.nanaimomuseum.ca)

## FOR INFORMATION ONLY

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

AUTHORED BY: SUZANNE SAMBORSKI, SENIOR MANAGER RECREATION AND CULTURE

RE: FEES AND RENTAL POLICY SCHEDULE 'C' UPDATE

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### RECOMMENDATION:

That Commission receives the report.

### EXECUTIVE SUMMARY

Staff are reviewing the Department's Fees and Rental Policy Schedule for the period 2010/2011, 2011/2012, and 2012/2013; and will be presenting recommendations for Commission's consideration at their regular May 2010 meeting.

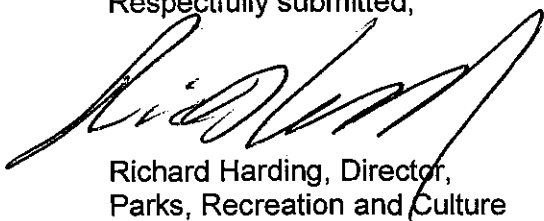
### BACKGROUND:

The Fees and Rental Charges are scheduled to be revised in preparation for implementation in September 2010. Staff are preparing recommendations for the Fees and Rental Schedule and this process will include:

- Comparing fees with other communities;
- Commission Seminar on fees and charges;
- Discussing potential revisions with the Recreation Committee;
- Meeting with user groups where the fees being proposed are greater than the projected inflation rate;
- Finalizing of draft recommendations by the Recreation Committee;
- Presenting recommendations for Commission's consideration in May; and,
- Presenting recommendations for Council's consideration in June.

These steps will be carried out over the next few months and the Recreation Committee will review the proposed schedule in detail prior to being presented to the Commission.

Respectfully submitted,



Richard Harding, Director,  
Parks, Recreation and Culture

2009-OCT-14

File: A2-4 / B6-1 / C5-3

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**REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE**

**FROM: JEFF RITCHIE, SENIOR MANAGER OF PARKS**

**RE: MONTHLY REPORT FOR SEPTEMBER 2009 – PARKS OPERATIONS**

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The following highlights are the park initiatives for September 2009. Regular maintenance tasks are not listed.

#### **PARK DEVELOPMENT AND SPECIAL PROJECTS**

- 15 architectural firms responded to the request for proposals for design assistance of the amenity building for Maffeo Sutton Park. Applications will be evaluated and shortlisted so that concept design can begin this Fall.
- An Open House was held on 2009-OCT-06 in Loudon Park. The displays showcased accomplishments from the Loudon Park Improvement Plan (2006-2009) and introduced the design and location options for the boathouse. About 75 people attended this open house.
- Staff are preparing for a second Dog Off-Leash Park Open House on 2009-OCT-22. Input from the first open house is now available on the City website and all materials for the second open house will also be on the City website.
- Drawings and tender information is being finalized for the Bowen outdoor classroom construction package.
- Staff are gathering information to present at a Neck Point Open House this fall or early in 2010.
- The South End Neighbourhood Association, Public Works Department, and Parks staff are working to improve parking and aesthetics along Irwin Street at Deverill Square Park. This project should be complete in October with the potential for the neighbourhood to apply for VIP funding to do further beautification.
- Parks staff have reviewed several development applications for park and trail dedication. Most are in the Rock City and Glen Oaks area.
- Staff are working with three artists to complete mural projects this Fall including: the Deverill Square washroom building; the tunnel from Brooks Landing to the E&N trail; the tunnel from Ecole Oceane to the E&N trail; and, the Parks Operations Yard.
- Staff are working to complete another draft of the Public Art Plan for Cultural Committee review this fall.

#### **VOLUNTEERS IN PARK**

- Preparation has begun for two fall neighbourhood meetings to discuss park improvements at Groveland Park and Pawson Park.

#### **TRAIL DEVELOPMENT**

- The Bowen Park trail way from Wall Street to the old barnyard site is complete. A gateway structure will be constructed at the entrance by the Parks carpenters later in the Fall.
- The Richard's Marsh boardwalk has been completed. Parks staff have done an excellent job and have received many positive comments during construction.
- Many of the directional and information trail signs have been renewed or replaced on various trails.

## **MAINTENANCE AND CONSTRUCTION**

- The demolition of the house and out buildings at Neck Point Park has been completed. The site is now being evaluated for the necessary remediation before opening to the public.
- The theatrical towers at Diana Krall Plaza have been installed but the contractor has been delayed in completing the project.
- The bridge in Bowen Park at Riverside Drive has been completely rebuilt. The new bridge is wider and has a non-slip surfacing.
- The Bob-O-Link playground is near completion. All the equipment and concrete border has been installed with the asphalt paving to be completed.

## **HORTICULTURE**

- The pilot program for growing vegetables has been a success with the following produce 'gleaned' from this season.

### **City Gardens Statistics:**

To date, 25 picks have been held between both gardens. The following produce has been harvested from the sites:

- 27 bunches of basil;
- 17 bunches of parsley;
- 50 pounds of tomatoes;
- 25 summer squashes (pattypans, zucchini, and yellow crookneck);
- 4 pounds of peas;
- 135 cucumbers;
- 22 sunflower heads;
- 35 cobs of corn;
- 5 bouquets of flowers;
- 10 bunches of chard; and,
- 49 heads of lettuce.
- A winter demonstration vegetable garden has been planted in the Beban location and one is scheduled to follow at City hall shortly.
- Staff hosted a work experience day at Beban Park with all participants from the Foodshare Homegrown Program. Skills taught to the youth with employment barriers were planting a vegetable garden, pruning shrubs, and removing and transplanting perennials.
- Food Share/City of Nanaimo partnership job experience person is working out well.

## **TURF AND PARKS**

- Park renovation/rejuvenation/clean-up completed at:
  - Teresa Terrace – park cleanup, trail installation and new grass planted.
  - Shoreline- Removal of dying and unsafe trees, grading of site and some debris removal. New grass planted.
  - Parkway at Driftwood – Illegal garden debris removal, "No Dumping" sign installed, site inspected for any hazards including trees.
  - Fern Park - filled in some ruts and holes and reseeded.
- Illegal dump removal at various locations.

- Added 15 cubic yards of infill material to Merle Logan field and groomed.
- Health of sports fields has improved with increased deep-tyne aeration program in place.
- Georgia Park below old auto body shop has had the area removed of old plant material and invasive species and seeded to grass.

### **UTILITY**

- A new Sentinel controller has been installed for the Nicol Street irrigation system. Programming can now be done remotely at the Parks Operations Yard.
- New LED seasonal lighting has been installed at Beban Park. Most old incandescent lighting has been removed.
- New benches were installed or relocated at Bowen Park Disc Golf Course.

### **URBAN FORESTRY**

- 11 Tree Removal Permits were processed for various projects.
- 107 phone calls were received resulting in 63 site visits. These calls consisted primarily of concerns regarding potential hazards.
- Tree Management Plans were reviewed for developments at Port Place Mall, the Husky Gas Station and 5220 Metral Drive.

### **TRAIL COUNTS FOR SEPTEMBER 2009**

<b>Park Sites</b>	<b>July Daily Average</b>	<b>August Daily Average</b>	<b>September Daily Average</b>	<b>September Peak Time Of Use</b>
Bowen Side Channel	146	152	139	2:00 p.m. – 3:00 p.m.
Diana Krall Plaza (Conference Centre stairs) *(Final Month)	344	351	271	12:00 p.m. – 1:00 p.m.
Diana Krall Plaza (Commercial Street) *(Final Month)	812	852	649	12:00 p.m. – 1:00 p.m.
Diana Krall Plaza (Port Theatre Stairs) *(Final Month)	548	586	533	12:00 p.m. – 1:00 p.m.
Westwood Lake Entrance	263	356	473	3:00 p.m. – 4:00 p.m.
Oliver Woods Playground (Side Entrance)	97	126	141	3:00 p.m. – 4:00 p.m.
Oliver Woods Playground (Front Entrance)	155	172	200	3:00 p.m. – 4:00 p.m.
Pipers Spit	350	397	382	4:00 p.m. – 5:00 p.m.
Pipers Knoll	219	193	166	4:00 p.m. – 5:00 p.m.
Wellness Park	277	199	169	1:00 p.m. – 2:00 p.m.
Oliver Woods Trail	199	192	160	2:00 p.m. – 3:00 p.m.
Off-Leash Dog Park @ Beban	151	166	159	3:00 p.m. – 4:00 p.m.



## **VANDALISM REPORT FOR SEPTEMBER 2009**

### **BUILDING AND ENGINEERING R&M**

- |                                 |            |
|---------------------------------|------------|
| • Graffiti removal and painting | \$1,816.80 |
| • Glass replacement             | \$ 343.94  |
| • Electrical repairs            | \$ 306.75  |
| • Repairs to plastic slide      | \$ 481.50  |

<b>COST</b>	<b>\$2,948.99</b>
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### **MATERIALS AND SUPPLIES**

- |                           |           |
|---------------------------|-----------|
| • Misc Supplies and locks | \$ 575.77 |
|---------------------------|-----------|

<b>COST</b>	<b>\$ 575.77</b>
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### **LABOUR AND FLEET (City Vehicles)**

<b>COST</b>	<b>\$ 642.90</b>
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<b>TOTAL COST</b>	<b>\$4,167.66</b>
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Graffiti activity has slowed down during September. Graffiti removed at Neck Point, École Oceane, Brooks Landing, Parkway trail tunnel, Comox Park, Parks Operations Department, Maffeo Sutton and other locations. Maffeo Sutton Bridge, pavilion and the Port Authority fishing pier lights were vandalized. Broken windows at Rotary Field House and Bowen Complex.

**REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE**

**FROM: SUZANNE SAMBORSKI, SENIOR MANAGER,  
RECREATION AND CULTURE SERVICES**

**RE: MONTHLY REPORT – SEPTEMBER 2009  
RECREATION AND CULTURE SERVICES**

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***Recreation and Culture***

Harbour City Seniors' programs and special events continue to be popular with residents. Over 1,956 (1,776 in 2008) memberships have been sold since 2008-NOV-01. Sixty-four participated in van trips in September to Montana's Restaurant, Arbutus Ridge, Galiano Island, and Chemainus Theatre. Four Thursday Special Events took place with an average of almost 100 in attendance at each one. Fifty-five seniors took part in wellness programs at Oliver Woods, and a Ukulele program had 18 registered in two classes. Fitness Classes have seen an increase in registration at both Bowen and Oliver Woods; there are a total of 143 registrants plus drop-ins for an average of over 36 per class.

Kayaking, hiking and walking group registrations are very strong. A Green Living Workshop was developed and is full with a waitlist.

Arts and Culture registration has been going well. 981 people have registered, with 114 people waitlisted, primarily for pottery wheel classes and private guitar lessons. Two additional classes of Thai cooking and one for "The Simple Ravioli" have also been added due to popularity.

Fall/Winter LIT/QUEST is getting underway with 21 registered.

Christmas Craft Bazaar Tables are sold out for November with 5 on the waitlist.

OWCC is offering 25¼ hours per week of drop-in opportunities during the fall/winter season.

Staff is training Clerks to be LEAP specialists so they can process applications at all facilities. The applications can now be processed immediately rather than having to make an appointment if applying as "Others In Need". As of the end of September there have been 1960 LEAP applicants in 2009 compared to 1535 in 2008.

The Cultural Strategy is now available to the public, either in hard copy, or on the City website.

The Community Plan for Public Art Draft is being finalized. It will then go to the Cultural Capital Committee for their review and then to Committee, Commission and Council for approval in the New Year.

The "Arts Alive" final meeting was held 2009-SEP-09. Summer program registration was down 25% and revenue down \$3500. There was a decline of 45% in the amount of corporate and community sponsorship in 2009 compared to 2008. The Arts Alive Annual General Meeting will be held 2009-OCT-14 with the election of a new board.

Staff met with the Central Vancouver Island Multicultural Society and a group of new immigrant families who are looking for family activities in the community. The discussion was around Parks, Recreation and Culture programs and the registration process. A very positive experience for everyone involved!

### ***Marketing***

Marketing projects include:

- 'This year I will...' campaign;
- Promotion of Mothers Unite, Loudon Park, NAC Re-opening, Cultural Awards Nominations, Grants Submissions, Terry Fox Run, Teen Dance, Student REC Pass and seasonal highlights (radio, web, paper);
- 2010 Marketing plan draft. Will resubmit updated version first week of October;
- Drafting Leisure Guide survey for distribution online and at front counters;
- Drafting youth marketing survey;
- Conducting Leisure Guide debrief/brainstorming session with programming staff. Researched distribution rates and options for the Leisure Guide, Christmas Craft Fair - booked ads, Torch Relay Event;
- Monitoring and contributing to City Facebook page and Twitter; and,
- News Bulletin Monthly Feature Article - September feature was Senior Skate group.

### ***Special Events***

The Olympic Torch Relay and Community Celebration will be 2009-OCT-31 from 5:45 p.m. to 9:00 p.m. at Maffeo-Sutton Park. Entertainment includes community stage, VANOC stage and fireworks. Both the Federal and Provincial Grants funds have been received. Athlete's Village "trick-or-treat" idea has been switched from a minor sports focus to a community group focus. Staff are working on organizing the entertainment at the Pavilion prior to the VANOC main stage. Planned feature performers are the Skyhigh Academy (band), VIBE dancers, and a First Nations singing group. A student from Vancouver Island University has come on board as a volunteer to assist with the event as well.

Over 100 beginner level to professional cyclocross racers from Vancouver Island and the Lower Mainland attended a race at Bowen Park in September.

### ***Community Development***

In September, the Department officially began partnering with VIHA's Integrated Health Network in Nanaimo to help their chronic illness clients to access our programs and services. This includes Integrated Health Nurses having access to IREG to register their patients in department programs; programs-on-demand that would provide fitness instructors for classes of 15 of their clients; one-on-one weight room orientations and program set-ups, registration at no cost into walking clinics, full figure fitness, weight loss and smoking cessation programs, etc., and purchase of 200 books of adult and senior economy tickets for swimming, skating, weight rooms, gymnasium drop-ins etc.

The "Sport Tournament Grant Guidelines and Application for Funding" and the "Arts, Cultural and Festival Events Grant Guidelines and Application for Funding" documents and grants have been updated. Deadline for grant applications is 2009-NOV-01.

## ***Aquatics***

In September there were 599 participants registered in lessons at the Nanaimo Aquatic Centre (NAC) and Beban compared to 731 in 2008.

The NAC shutdown took place in September this year for the first time ever and staff felt that the fall was a better time to do the annual shutdown than spring. Tasks included fixing the bulkheads, fixing the expansion joints on the main pool, painting the boat and many other parts of the facility, cleaning all aspects of the facility and replacing the ceiling in the men's change room showers. Fitness gym equipment was rearranged to allow for better flow and better use of windows and new televisions.

Staff attended the British Columbia Municipal Occupational Health and Safety in September in Whistler, and went to a few very good sessions. One session on "Critical Incident Stress" was very pertinent to the Aquatics area with the amount of emergency situations that staff has to deal with.

## ***Arenas***

Lighting upgrades for Cliff McNabb Arena, Centennial Building and Beban House are all complete.

All user groups have been contacted regarding the closure of the Frank Crane Arena in 2010 to repair the arena floor.

U17 Legacies Funds have been approved for the purchase of new score clock in Cliff McNabb Arena, and mini dasher boards for learn to skate programs.

League rentals are lower than last year due to Labour Day falling one week later than 2008.

## Statistics

### Front Desk:

	2008	2009	Difference
<b>Numbers</b>			
Registrations	4,328	4,295	-33
FITT Passes	265	247	-18
Economy Tickets	9,148	6,575	-2,573
<b>TOTAL:</b>	<b>13,741</b>	<b>11,117</b>	<b>-2,624</b>
<b>Sales</b>			
Registrations	204,725	199,055	-5,670
FITT Passes	49,711	47,595	-\$2,116
Economy Tickets	32,700	23,705	-\$8,995
<b>TOTAL:</b>	<b>250,209</b>	<b>270,355</b>	<b>\$20,146</b>

### Arenas:

	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	141.25	120.25	2,202	1,967
Lessons: Department programs and Schools:	184.25	129.25	1,805	2,435
League Rentals:	546.5	951	29,920	36,434
Other/Casual:	204.5	138.25	4,524	3,037
<b>TOTAL:</b>	<b>1,076.5</b>	<b>1,338.75</b>	<b>38,451</b>	<b>43,873</b>
<b>Hours:</b>		<b>Attendance:</b>		
FCA –	267	FCA –	11,484	
NIC 1 –	266	NIC 1 –	11,219	
NIC 2 –	327.75	NIC 2 –	8,827	
CMM –	215.75	CMM –	6,921	
<b>Total –</b>	<b>1,076.50</b>	<b>Total –</b>	<b>38,451</b>	

### Receipts:

September 2008: \$502,155  
September 2009: \$476,776

### Rental Revenue Summary:

#### Social Centre

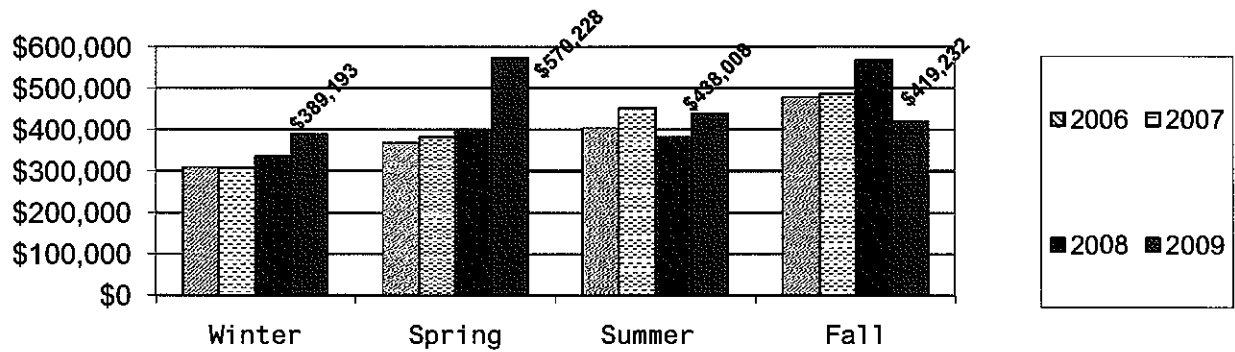
September 2008: \$14,809  
September 2009: \$18,325

#### Centennial Building

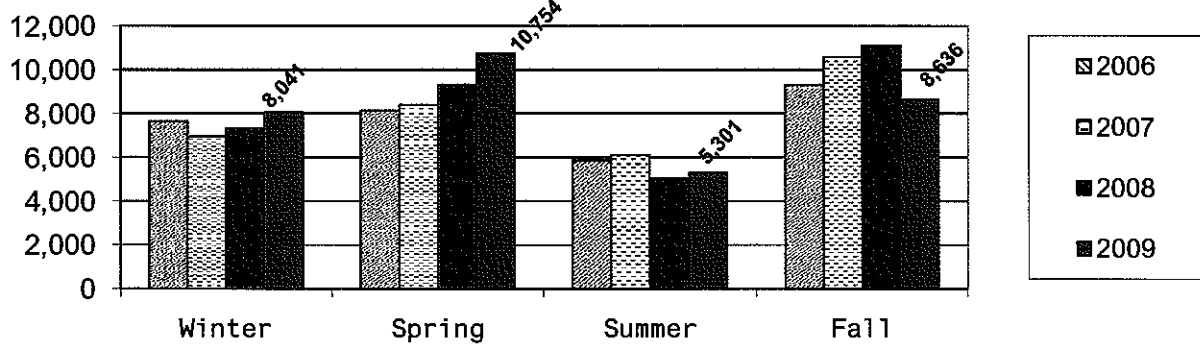
September 2008: \$2,513  
September 2009: \$2,276

## 2006 to 2009 Recreation and Culture Programs Registrations and Revenues

**Program Registration Revenue**



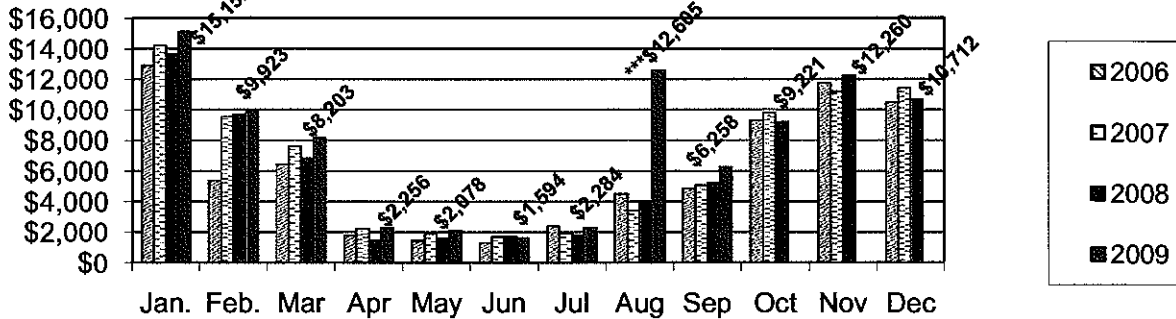
**Program Registrations\***



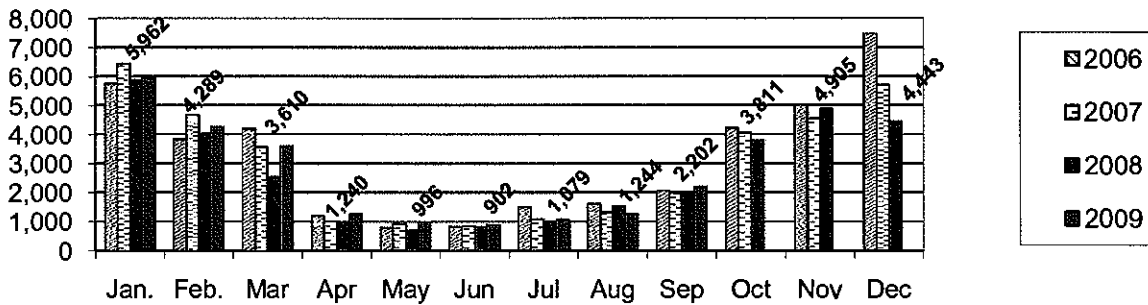
## Summary of Recreation And Culture Services - October 2009

\*\*\*Public Skate Revenue for August includes Economy Ticket Revenue from January to August, 2009.

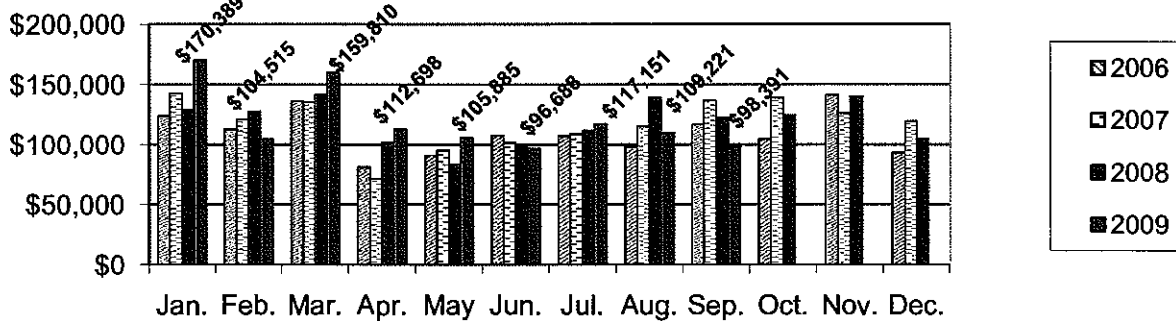
### Arena Public Skate Revenue



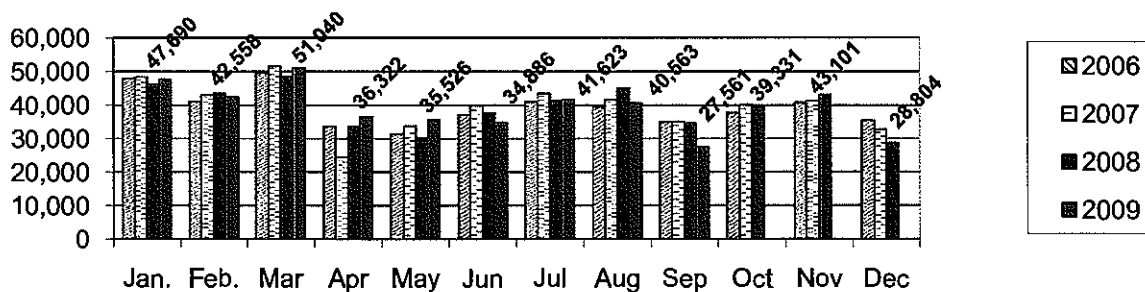
### Arena Public Skate Admissions



### Aquatic and Fitness Gym Revenue



### Aquatic and Fitness Gym Public Admissions



**RECEIVED****SEP 22 2009****DEPARTMENT OF  
PARKS RECREATION AND CULTURE****Nanaimo Arts Council****City of Nanaimo - Arts and Culture Events Grant 2009 (File: A2-4 / A3-35-1)****Narrative Report: Vancouver Island Short Film Festival 2009 (Financial Report and Program attached)**

Sponsored by the Nanaimo Arts Council, the Vancouver Island Short Film Festival (VISFF) debuted in 2006 and held a sold out screening of short films by local filmmakers. In 2009, the Festival entered its fourth year of serving Nanaimo's community of film makers, film goers, sponsors, etc. The Festival celebrates the best works by Vancouver Island Filmmakers, encourages participation in arts and culture events in our city, and develops the local film community. As a result of the Festival's ongoing success, we are well underway with the planning and promotion of the 5<sup>th</sup> annual Vancouver Island Short Film Festival to be held February 12 and 13, 2010.

Grant money provided by the City of Nanaimo was used to help offset the many operational costs of the festival including fees for the event coordinators and festival promotion such as advertising focused on increasing filmmaker submissions and audience attendance. This on-going event is about supporting and promoting a localized film community. It creates a venue for short films where there wasn't one and recognition where it is deserved.

There are many feature film festivals in Nanaimo and on Vancouver Island, but none that specifically serve filmmakers from our community. VISFF entries featured local actors, writers, directors, musicians and film technicians. The Vancouver Island Short Film Festival creates opportunities for local filmmakers, not only to screen their films, but to network with other film professionals and inspire growth in our film community.

In 2009 we provided an added incentive to our film community through the payment of an artists fee for films selected to be in the festival. Judges Ron Bonham, Rob Cosgrove and De Villiers Van Zyl are prominent citizens in the Film community of Nanaimo. The 2009 Vancouver Island Short Film Festival screenings were held on January 23 and 24 at the Vancouver Island University theatre in Nanaimo. There were two screenings of 18 selected films. The awards ceremony was held after the second screening. Cash prizes and locally produced awards/trophies for winning filmmakers were distributed by local business and media sponsors.

After several months of promotion (articles, print ads, posters, local television segments), submitted films were screened by a panel of judges. Films to be shown at the festival are chosen on the basis of originality, acting, script, technical excellence and creativity. A different panel of judges selected winners in several categories from the entered films. On the night of the event, all focus was put on the filmmakers, with a screening of the films, an awards ceremony for the best films, and an after-event gathering at the Firehouse Grill – our Diamond Sponsor.

The VISFF helps facilitate the growth of Nanaimo's burgeoning film production industry. By encouraging local filmmakers to showcase their work, the festival draws attention to the area's beautiful locations, services and talents. The festival also provides financial incentive for filmmakers to produce films in our community with its cash awards. For those outside of the film industry, the festival helps to draw attention to the cities supporting amenities by inviting interested arts patrons from all over Vancouver Island to spend a day, an evening or even a weekend in our city. Advertisement has been the key to getting local filmmakers involved with the festival and giving them an audience; both of which are integral to the Festival's success. We were pleased with the consistent level of effective branding and also proud to have hired a promising local graphics designer to produce this years promotional and sponsorship packages (see attached /inserted).

The Film Festival was marketed as a celebration of local artists and a showcase for their vision and technical abilities. Marketing was done through traditional media outlets: The WAVE and CHLY Radio, The Daily News, Star, Bulletin newspapers, SHAW and A Channel television. Media coverage included interviews, press releases and paid advertising. There were call for entry and event posters placed in high traffic areas frequented by people who are supporters of the arts and film. We also marketed the event through local community web blogs, the VISFF website [www.visff.com](http://www.visff.com) and [nanaimoartscouncil.ca](http://nanaimoartscouncil.ca).

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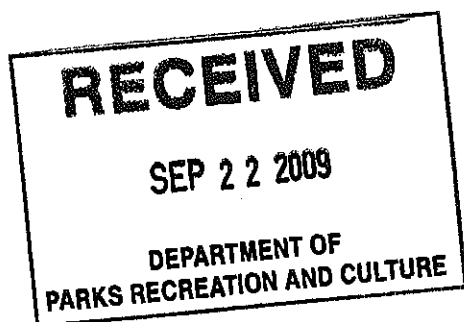
**Continued (page 2)**

**Nanaimo Arts Council**

**City of Nanaimo - Arts and Culture Events Grant 2009**

**Narrative Report: Vancouver Island Short Film Festival 2009 (Financial Report and Program attached)**

The VISFF opened in 2006 to a sold out audience at the Nanaimo Entertainment Centre (old Caprice Theatre). In 2007, we received 48 entries of short films from filmmakers on Vancouver Island, 17 of which were screened at the Malaspina Theatre. The festival itself sold out very quickly and the response was incredible. Several audience members and entrants told us it was the best short film festival they had ever attended. Given the success of the previous two years screenings were held over two nights in 2008 – and attendance continued to grow. We had over 60 films submitted in 2008, an overall growth of 42%. During the two nights of viewing, January 18<sup>th</sup> and 19<sup>th</sup>, 2008 21 films were screened to an audience totaling over 500. In 2009 we received a growing number of entries totaling 65, increased media coverage, solid return sponsors and new sponsors representing new businesses in Nanaimo, for example Boutique\MAC. The exceptional branding, through the work of local designer Scott Booth, has added a new level of professionalism to the festival. As we prepare for the 2010 we gain a qualitative understanding that the festival is becoming more known and respected as a local event with the potential to bring both cultural and business growth to our City.



# NANAIMO ARTS COUNCIL - VANCOUVER ISLAND SHORT FILM FESTIVAL

JAN. 23 & 24<sup>TH</sup>, 2009 – FINANCIAL REPORT

<b>REVENUES</b>	<b>ACTUAL 08</b>	<b>BUDGET 09</b>	<b>ACTUAL 09</b>	
Earned				
1. Ticket Sales	5355	6000	4,430	
2. Entry fees	970	1200	<u>1,160</u>	5,590.00
Grants				
1. Gaming (DA)	1320	1320	1360	
2. BC Arts Council			1000	
3. City of Nanaimo	1550	1550	2000	<u>4,360.00</u>
Sponsors (Cash)	2446	4000		
1. Firehouse Grill	1000	1000	1000	
2. Mac Boutique			500	
3. Mambo Pizza	196	250	202	
4. Mid-Island Coop			250	
5. Tom Harris			<u>500</u>	2,452.00
<b>REVENUE</b>	<b>\$13,206</b>	<b>\$14,070</b>		<b>\$12,402.00</b>
Sponsors (in-kind)				
1. Impact Visual			500	
2. Harbour Living			500	
3. Nanaimo News Bulletin			1,413	2,413.00
<b>TOTAL REVENUE</b>				<b>\$14,815.00</b>
<b>EXPENSES</b>				
Project Coordinators	3,874	4,000		4,000.00
Advertising	1,799	1,800		
1. Daily News	838		337.68	
2. Martlett (UVic)	147		147	
3. Bulletin	314		<u>1,237.43</u>	1,722.11
Graphics	500	1,000		1,000.00
Banners	179	200		150.08
Theatre Rental	649	700		730.46
Programs	430	450		546.56
Tickets	107	140		126.70
Posters	55	60		132.72
Awards (including trophies)	2,051	1,670		1,222.89
Admin (operating)	1,874	2,000		944.27
DVD insert Printing		50		26.21
Artists' fees		2,000		1,800.00
In-kind (Sponsorship–advertising/printing)				2,413.00
<b>TOTAL EXPENSE</b>				<b>\$14,815.00</b>

740

# BRITISH COLUMBIA ACHIEVEMENT FOUNDATION

September 17, 2009

*Board of Directors*

*A. Keith Mitchell, QC  
Chair*

*The Honourable  
Gordon Campbell*

*Robert Belton*

*The Honourable  
Bill Bennett*

*Kevin Bent*

*Peter Eng*

*Stephanie Forsyth*

*Carol Henriquez, CM*

*Wendy John*

*C. T. (Manny) Jules*

*Fanny Kiefer*

*The Honourable  
Kevin Krueger*

*Ronald Lou-Poy, QC*

*Scott McIntyre, CM*

*Max Wyman, OC*

Six years ago, the British Columbia Achievement Foundation launched the British Columbia Community Achievement Awards to celebrate excellence in community service. Since that time, we are proud that these awards have recognized the contributions of 248 outstanding British Columbians involved in such fields as arts, culture, sports, education, health care, environment, public life and volunteerism.

I am writing to ask you to reflect on the objectives of the Community Achievement Awards as outlined in the enclosed information. I encourage you to think about people in your community whose spirit, imagination, dedication and commitment have truly made a difference. I hope you will consider nominating them for this special award.

Throughout my time in public life, including the past few years as Premier, I have had the privilege of meeting many amazing and inspirational people - great achievers who work very hard behind the scenes serving their community quietly, yet significantly. These are people from all walks of life who have made a difference by identifying challenges and working out constructive solutions. They have been instrumental in helping society progress and, ultimately, they have contributed significantly to making British Columbia such a great province.

Thank you for considering the British Columbia Community Achievement Awards as an excellent way to formally thank those who have done so much for your community.

Sincerely,



Gordon Campbell, Premier  
Board Member  
British Columbia Achievement Foundation

**RECEIVED**

SEP 29 2009

DEPARTMENT OF  
PARKS RECREATION AND CULTURE



# British Columbia Community Achievement Awards

NO MINIMUM RESIDENCY: NO LIMITS

Celebrating the spirit, imagination,  
dedication, and outstanding contributions  
of British Columbians to their communities.

Nominate a deserving individual who raises  
the quality and character of your community for a  
British Columbia Community Achievement Award.

Generously sponsored by



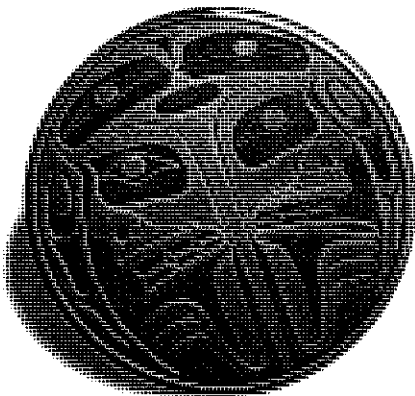
*"Give back to the people  
who give the most in  
your community."*

British Columbia's communities are shaped by the people who live in them, and especially by the contributions of extraordinary individuals.

The British Columbia Community Achievement Awards celebrate British Columbians who go above and beyond in their dedication and service to others and who devote time and energy to making their communities more caring, dynamic, beautiful, healthy, and unique. They inspire by their example.

The British Columbia Community Achievement Awards are presented by the British Columbia Achievement Foundation, a foundation established in 2003 by the Province of British Columbia to celebrate excellence in community service, enterprise, arts and the humanities.

The BC Community Achievement Awards are generously sponsored by Canwest, Canada's leading international media company, whose strong presence in BC includes The Vancouver Sun, The Province, The Times-Colonist, Global BC and numerous community newspapers throughout the province.



## WHO IS ELIGIBLE FOR THESE AWARDS?

Any person or group may nominate a current or former long-term resident of British Columbia. Nominees will have made a significant contribution through a unique achievement or outstanding service—either as a volunteer or in the course of their work—in any area that provides a benefit to the community. These include, but are not limited to, arts and culture, sports and recreation, multiculturalism, environment, healthcare, education, civic duty, business innovation, community volunteerism, and youth or seniors' leadership.

Neither Members of Parliament or Members of the Legislative Assembly, past or present, nor members of the Judiciary are eligible for nomination. Posthumous nominations will not be accepted. Self nominations will not be accepted.

## HOW DO I NOMINATE SOMEONE FOR THIS AWARD?

Complete the attached nomination form and submit it with:

- A letter describing the contributions of the nominee;
- A brief personal history of the nominee;
- Two current letters of support for the BC Community Achievement award nomination from individuals or organizations that describe the value and impact of the nominee's contributions to his/her community.

Nominations will remain confidential between the nominator and the Awards' program.

## HOW ARE THE AWARD RECIPIENTS CHOSEN?

An independent group of community leaders will review the nominations and select approximately 30 award recipients. In its evaluation, the Advisory Council will consider the nominee's contribution and commitment to the community as well as the nominee's length of service and community impact.

## WHAT DO THE AWARD RECIPIENTS RECEIVE?

In the Spring, recipients will attend a formal ceremony at Government House in Victoria where the Lieutenant Governor and the Premier of British Columbia will present the recipients with the British Columbia Community Achievement Medallion, a special commemorative medallion designed by renowned BC artist, Robert Davidson.

*Cultural hero, spirited,  
undaunted, fearless, bold  
Raising our awareness to  
a higher understanding*

- Robert Davidson

BC Community Achievement Awards  
Tel: 604.261.9777 or Toll Free: 1.866.882.6088  
Email: [info@bcachievement.com](mailto:info@bcachievement.com)  
Website: [www.bcachievement.com](http://www.bcachievement.com)

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# BRITISH COLUMBIA COMMUNITY ACHIEVEMENT AWARDS NOMINATION FORM

Please complete all four sections:

## 1 NOMINEE

NAME (MR./MRS./MS./MISS/DR.)

HOME ADDRESS

CITY/TOWN/PROVINCE/POSTAL CODE

DAYTIME TELEPHONE

EVENING TELEPHONE

EMAIL

ORGANIZATION (IF APPLICABLE)

ORGANIZATION ADDRESS (IF APPLICABLE) CITY/TOWN/PROVINCE/POSTAL CODE

Is the nominee a current or former long-term resident of BC?

Yes/No

## 2 NOMINATOR

NAME (MR./MRS./MS./MISS/DR.)

ADDRESS

CITY/TOWN/PROVINCE/POSTAL CODE

DAYTIME TELEPHONE

EVENING TELEPHONE

EMAIL

ORGANIZATION (IF APPLICABLE)

How long have you known the nominee?

I have provided or made provision for all the nomination material required for a completed nomination package.

SIGNATURE OF NOMINATOR

DATE

List the individuals who are providing a letter of support for the nomination.

## 3 LETTER OF SUPPORT 1

NAME (MR./MRS./MS./MISS/DR.)

TITLE AND ORGANIZATION (IF APPLICABLE)

CITY/TOWN/PROVINCE/POSTAL CODE

DAYTIME TELEPHONE

ADDRESS

How long have you known the nominee?

## 4 LETTER OF SUPPORT 2

NAME (MR./MRS./MS./MISS/DR.)

TITLE AND ORGANIZATION (IF APPLICABLE)

CITY/TOWN/PROVINCE/POSTAL CODE

DAYTIME TELEPHONE

ADDRESS

How long have you known the nominee?

Nomination deadline: November 15

YOUR COMPLETED NOMINATION PACKAGE MUST INCLUDE:

1. Completed nomination form
2. Three letters: (maximum 500 words each)
  - A letter from the nominator giving the reasons for nomination.
  - Two letters of support for the BC Community Achievement award nomination from other individuals or organizations that describe the value and impact of the contributions of the individual.
3. Brief biographical sketch of the nominee as it relates to the nomination.
4. Optional: Up to five pages of additional material about your nominee.
5. Please do not send submission packages in binders or folders.

## MAILING INFORMATION:

Mail or courier completed nomination package to:  
BC Community Achievement Awards  
c/o 6209 Angus Drive  
Vancouver, BC V6M 3P2

For more information, please contact  
Tel: 604.261.9777 or Toll Free: 1.866.882.6088  
Email: [info@bcachievement.com](mailto:info@bcachievement.com)  
Website: [www.bcachievement.com](http://www.bcachievement.com)

Please note that it is the responsibility of the nominator to ensure that the nomination is complete including the receipt of support letters by the deadline. All material received will be kept confidential.

## Privacy Policy

The British Columbia Achievement Foundation is committed to protecting the privacy of people through responsible management of information received. Nominations are confidential between the nominator and the Awards program.

You may view the complete privacy policy at [www.bcachievement.com](http://www.bcachievement.com) or by calling the office for a copy.

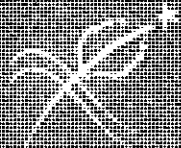
Generously sponsored by



Canwest

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## British Columbia Achievement Award

The British Columbia Achievement Award is a prestigious honor that recognizes the outstanding achievements of individuals in the province. It is awarded annually to those who have made significant contributions in their field, whether in business, industry, science, arts, or community service. The award is presented by the British Columbia Achievement Foundation, a non-profit organization dedicated to promoting excellence and achievement in the province. The award is a testament to the recipient's hard work, dedication, and leadership. It is a source of pride for the recipient and a source of inspiration for others. The award is presented at a formal ceremony in Vancouver, British Columbia. The ceremony is attended by family, friends, and colleagues of the recipient. The award is a symbol of the highest achievement in the province. It is a source of pride for the recipient and a source of inspiration for others. The award is presented at a formal ceremony in Vancouver, British Columbia. The ceremony is attended by family, friends, and colleagues of the recipient. The award is a symbol of the highest achievement in the province. It is a source of pride for the recipient and a source of inspiration for others.

For more information about the  
awards, please contact the  
BC Achievement Foundation.

Tel: 604-261-9777  
Fax: 604-261-9777  
Email: info@bcachievement.com  
Website: www.bcachievement.com

BC Achievement Award recipients are presented by:

- BRITISH COLUMBIA  
ACHIEVEMENT FOUNDATION
- BC Companies Association
- BC Association of Business & Industry
- BC Association of Business & Industry
- BC Association of Business & Industry
- BC Association of Business & Industry
- BC Association of Business & Industry
- BC Association of Business & Industry



British Columbia Achievement Award recipients and organizers standing together for a group photo.

Generously sponsored by:



**MINUTES OF BOARD OF DIRECTORS' MEETING –**  
**NANAIMO HARBOUR CITY SENIORS – October 2<sup>nd</sup>, 2009**

**In Attendance**

President Lynda Avis in the Chair, Anne Smith, Jane Adkins, Miriam Peacock, Bob Davis, Sally Monteith, Colleen Evans, Pat Foley, Brian Sugiyama.

**Regrets:** Bob Nixon

**Call to Order**

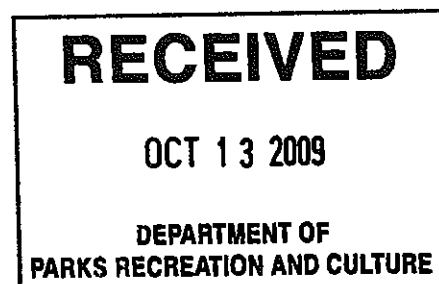
President Lynda called the meeting to order at 9 a.m.

**Changes/Additions to Agenda**

"Food Safe" and "Serve it Right" were added to New Business.

**Minutes of Last Meeting**

M/S/C        That the minutes of the September 14<sup>th</sup>, 2009 meeting be adopted as amended.



**Business Arising from the Minutes**

1. Dance – to date 33 tickets have been sold for the Dance on October 30<sup>th</sup>. We need at least 100 to make it work and it was agreed more publicity is required. A new poster will be made up indicating no escorts are needed, costumes are optional, and rides will be provided as needed. The event will also be publicized on Shaw Cable and a large poster will be put up in the Bowen Complex lobby. Decorating – Lynda, Pat and Colleen. Bar ticket sales – Anne, Sally and Lynda. Tickets at the door – Colleen and Pat
2. Website – has been well received. Crafty Workers will be raffling off a quilt at the Bazaar so a feature on the group will be included in the website.
3. Goals and Objectives for 2009-2010  
M/S/C        That the Board Goals and Objectives for 2009-2010 be adopted as presented at the last meeting.
4. Terms of Reference – Publicity Chair  
Terms of Reference for the Publicity Chair were discussed at length.  
M/S/C        That the Terms of Reference for the Publicity Chair be adopted as attached.
5. Lobby Lunch – 26 people attended the last lunch. Anne said we will plan for 40 at the next lunch.
6. New Members Tea – scheduled for Thursday, October 22<sup>nd</sup>, at 10 a.m. Directors were asked to attend if possible. Colleen will bring the last 15 cookbooks to the Tea.
7. Magazine Rack for Library – Brian said one has been purchased for \$50 and is already in place.

.....see page 2

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**Business Arising from the Minutes (...cont'd.)**

8. Request from Community Kitchens – Wendy Smiley will be asked to attend the next Directors' meeting to answer questions re their request for funding.
9. Christmas Bazaar – new date has been set for Thursday, November 12<sup>th</sup>, 9:30 a.m.-2:30 p.m., in Activity Room I at Bowen Complex. Brian will put the information on the Read-a-graph (the big sign at Beban Park).
10. Wellness Park – Jeff Ritchie requested our input re Code of Conduct signs to be placed at the new Wellness Park.

M/S/C           **That signs be erected on the gate and at the entrance, reading  
"This park is designed to benefit the health and wellness of  
Seniors. Youth over 13 years and adults are welcome".**

11. Pickleball Schedule – Brian and David will work out a new schedule for this group. Brian said the group may have to go to the Departure Bay Firehall.

**Correspondence**

Nil.

**Financial Report**

M/S/C           That the Financial Report be accepted as presented.

**City Seniors Coordinator's Report**

- A total of 1956 memberships have been sold to date and more are expected to be sold in the next two weeks.
- Attendance at the Thursday Special Events has been a bit low.
- Fitness classes have seen an increase in registration at both Bowen Park and Oliver Woods.
- The problems with availability of Van 263 has resulted in extra costs and changes for seniors' van trips in September and October.
- Nanaimo Seniors Services Network is organizing a Wellness Fair for Older Adults for October 23<sup>rd</sup> at Bowen Park. Our group will have a booth set up at the Fair.

**NEW BUSINESS**

1. Poinsettia Sale – is scheduled for Thursday, December 3<sup>rd</sup>, starting at 9 a.m. Bob Davies said 100 6" plants have been ordered (60 red, 10 white, 10 pink, 10 burgundy and 10 coral). They will sell for \$8.00 each
2. Terms of Reference for Nanaimo Harbour City Seniors Society, the Program Committee, and Grant Funding Policy Document – need to be altered to reflect our name change from Bowen Seniors to Nanaimo Harbour City Seniors. The Secretary will take care of this and forward changed copies to Board members.

.....see page 3

**NEW BUSINESS (....cont'd.)**

3. Food Safe – Brian will arrange for another course and will advise us of the date.  
Serve it Right – this course can be taken on-line. If a Director wishes to take this course, he or she will be reimbursed by the Treasurer.
4. Shelves for Pool Players – Bob Davies said these shelves have not yet been constructed as requested. Brian said that there has been no City staff available to do this job, and that most likely it will have to be outsourced. However, he added, it will be taken care of in the near future.
5. 50/50 Tickets – the possibility of 50/50 tickets once again being sold at the Thursday afternoon events was discussed. The matter was referred to the Program Committee for further consideration and implementation.
6. Newsletters – discussion re whether newsletters should continue to be produced every two months or go back to monthly publication. The newsletters will continue to be printed every two months with a two-page supplement of updates printed during the two month period.
7. Cookbooks – Colleen volunteered to go to the local libraries and donate a copy to each of our Cookbook.

**Adjournment**

Meeting adjourned at 10:45 a.m.

**Next Meeting**

Friday, November 6th, at 9 a.m. at Bowen Complex.

/pf